Self Service Human Resource Management System (SSHR)

User Manual

Implementation of Management Information System (MIS)

Including Financial Management System (FMS)

ICAR

Version No.: 20.0

INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
LIBRARY AVENUE, PUSA, NEW DELHI – 110 012
www.iasri.res.in
2013

Project Team

Mission Leader

Dr. N.S. Rathor, DDG (Engg.)

IASRI, New Delhi (Lead Institute)

Dr. A.K. Choubey, HoD, CA
Dr. Alka Arora, Sr. Scientist
Dr. Sudeep Marwaha, Sr. Scientist
Smt. Shashi Dahiya, Scientist
Sh. S. N. Islam, Scientist
Smt. Angshu Bhardwaj, Scientist
Sh. Soumen Pal, Scientist (till 30th September, 2012)
Sh. A.P. Sharma, F&AO
Sh. K.P.S. Gautam, SAO

IBM Team

Sh. Amit Bothra
Sh. Madhur Keswani
Sh. Sameer Sachdeva
Sh. Anil Sharma
Sh. Ravi Kant Singh
Sh. Navroz Singh Dhillon
Sh. Alok Saraogi
Sh. Pushpendu Roy
Sh. Sapthagiri Srirangam
Smt. Sneha Yadav
Sh. Sourabh Kumar
Sh. Nitin Batta
Smt. Lakshmi Sowmya

List of Resource Personnel

ICAR

Sh. Devendra Kumar, Dir (F)
Sh. Sanjay Gupta, Dir (A) (till July, 2012)
Sh. J. Ravi, Dir (P)
Dr AK Vasisht, ADG(PIM/ESM)
Ms. Namrta Sharma, DS (P)
Sh. Rupesh Sharma, SO (GA)
Sh. Harpal, SO (Cash-I)
Sh. Dilip Roy, CASH DISBURSEMENT
Sh. SK Behera, DS (GAC)
Sh. Rajiv Mangotra, DS (P)
Smt. Rashmi Rao, Deputy Director Finance
Sh. GP Sharma, DDF
Sh. S K Pathak, SF&AO
Sh. S K Sharma, F&AO
Smt. Sunita Arya, SF&AO
Smt. Rajashree Sunil, US (Tech & WS)
Sh. Naresh Kumar Arora, F&AO (Edn)
Sh. Kanhaiya Lal Chowdhary, DS (Edn)

NDRI, Karnal

Sh. J.K. Kewalramani, JD (Admn) & Registrar
Sh. Vishal Acharya, AF&AO
Sh. Brahm Parkash, AAO
Sh. S George, CF&AO

CIFE, MUMBAI
Sh. Suresh Chandra, CF&AO
Sh. Suresh Kumar, CAO
Dr. S. Jahageerdar, Officer In-Charge, IT

NAARM, Hyderabad
Sh. Sanjay Kant, JD (Admn) & Registrar
Sh. Jakir Hussain Khilji, F &AO

CMFRI
Sh. Rakesh Kumar, CAO
Sh. AV Joseph, SF&AO

CRIJAF
Sh. K.P. Nath, F&AO
Sh. M.K. Pachauri, SAO
Dr. D. Barman, Scientist

NBPGR
Sh. B K Bansal, F&AO
Sh. S K Sinha, SAO

IARI
Sh. Radhey Shyam, CF&AO
Sh. P.K. Jain, CAO

DKMA
Sh. Himanshu, Scientist, DIPA, ICAR
Sh. Naresh Kumar Arora, F&AO(Edn)

NAIP
Sh. S Bilgrami, CF&AO
Sh. Kumar Rajesh, US

IVRI
Sh. Pankaj Kumar, Joint Secretary

ICAR-REC

Sh. Pushapanayak, CAO

DOCUMENT RELEASE NOTICE

Self Service Human Resources Management System (SSHR)– User Training Manual

Version no: 20.0

Release no:

Date of Release	:	19th April 2013
Client	:	Indian Council of Agricultural Research
Project	:	FMS & MIS Implementation
Author	:	Sh. Pushpendu Kishore Roy
Reviewer	:	Date:
Approved by	:	Date:
Control Assurance by	:	Date:

REVISION HISTORY

Document No.:		Document Title: Core Human Resource Management System – User Training Manual			
Version No.	Issue Date	Change Details	Owner	Approved by	Remarks
1.0	29-Apr-2013	No Previous Document	Pushpendu Roy		
10.0	25-Nov-14	V1.0: No change was identified.	Guneet Bagga		
20.0	23-May-2015	1)Login URL change; Page 1 2) Attended training Program; Page 22	Guneet Bagga		

Table of Contents

1 LOGGING INTO ORACLE APPLICATIONS 8

1.1 BASICS OF SELF SERVICE 12
1.2 UPDATING PERSONAL INFORMATION 13
1.2.1 Updating Last Name 14
1.2.2 Updating Permanent / Current /Correspondence Address 17
1.3 VIEW ICAR SERVICE DETAILS 19
1.4 CHECKING YOUR LEAVE BALANCE 19
1.5 APPLYING LEAVES THROUGH SELF SERVICE 20
1.5.1 Adding Casual Leave type in My Leaves through Self Service 22
1.5.2 Adding Casual Type in My Leaves 23
1.5.3 Adding Casual Type in My Leaves 24
1.5.4 Adding Maternity Leave in My leaves 25
1.5.5 Adding Maternity Type in My Leaves 26
1.5.6 Adding Earned Leave Type in My Leaves 27
1.5.7 Adding Half Pay Leave Type in My Leaves 28
1.5.8 Entering Disability Leave through Self Service (Planned Leaves) 29
1.5.9 Entering Disability Leave through Self Service (Planned Leaves) 30
1.5.10 Entering Child Care Leave 30
1.5.11 Entering Child Care Leave 31
1.5.12 Entering Half Pay Leave (Commuted for Child Adoption) 32
1.5.13 Entering Half Pay Leave (Commuted for Child Adoption) 33
1.5.14 Entering Half Pay Leave (Commuted for Child Adoption) 34
1.6 RUNNING JOINING REPORT 36
1.7 SERVICE DETAILS PRIOR TO ICAR 37
1.8 PENSION COMMUTATION APPLICATION 38
1.9 ENTERING EDUCATIONS AND QUALIFICATIONS THROUGH SELF SERVICE 39
1.9.1 Submit Education and Qualifications 40
1.10 ACHIEVEMENTS & PUBLICATIONS 40
*1.10.1 Entering Achievements and Publications ..... **Error! Bookmark not defined.***
*1.10.2 Adding Achievements and Publications ..... **Error! Bookmark not defined.***
***1.10.3** Entering In Service Awards 42*
1.10.4 Entering Patent Copyright & Trademark Details 43
1.11 TRAININGS, DEPUTATIONS AND OTHER ACTIVITIES 44
1.11.1 Delivered Programs 45
1.11.2 Attended Programs 46

1.12 SCIENTIST PROFORMA RELATED ENTRIES 47
1.12.1 Extension of Work *48*
1.12.2 Inter-Institutional Projects *49*
1.12.3 Leadership Initiatives for RMP *49*
1.12.4 Project Management *50*
1.12.5 Review Reports *50*
1.12.6 Service in Remote Areas *50*
1.12.7 Special Attainments *51*
1.12.8 Teaching Details *51*
1.13 ANNUAL TAX DECLARATION 51
1.14 PAY SLIP 54
1.15 GOVERNMENT QUARTER DETAILS 54
1.16 PROPERTY DECLARATION 56
1.17 SUBMITTING INDIVIDUAL ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) 57
1.18 NOC'S & APPLICATIONS 58
1.18.1 Permission to Other Employment *60*
1.18.2 Get Proof of Employment Letter *62*
1.18.3 NOC for Higher Studies *62*
1.18.4 NOC for Personal Foreign Trip *62*
1.18.5 Tour Program Application *63*
1.18.6 Entering NOC for Passport Application *64*
1.19 VIEW APAR RATINGS 65

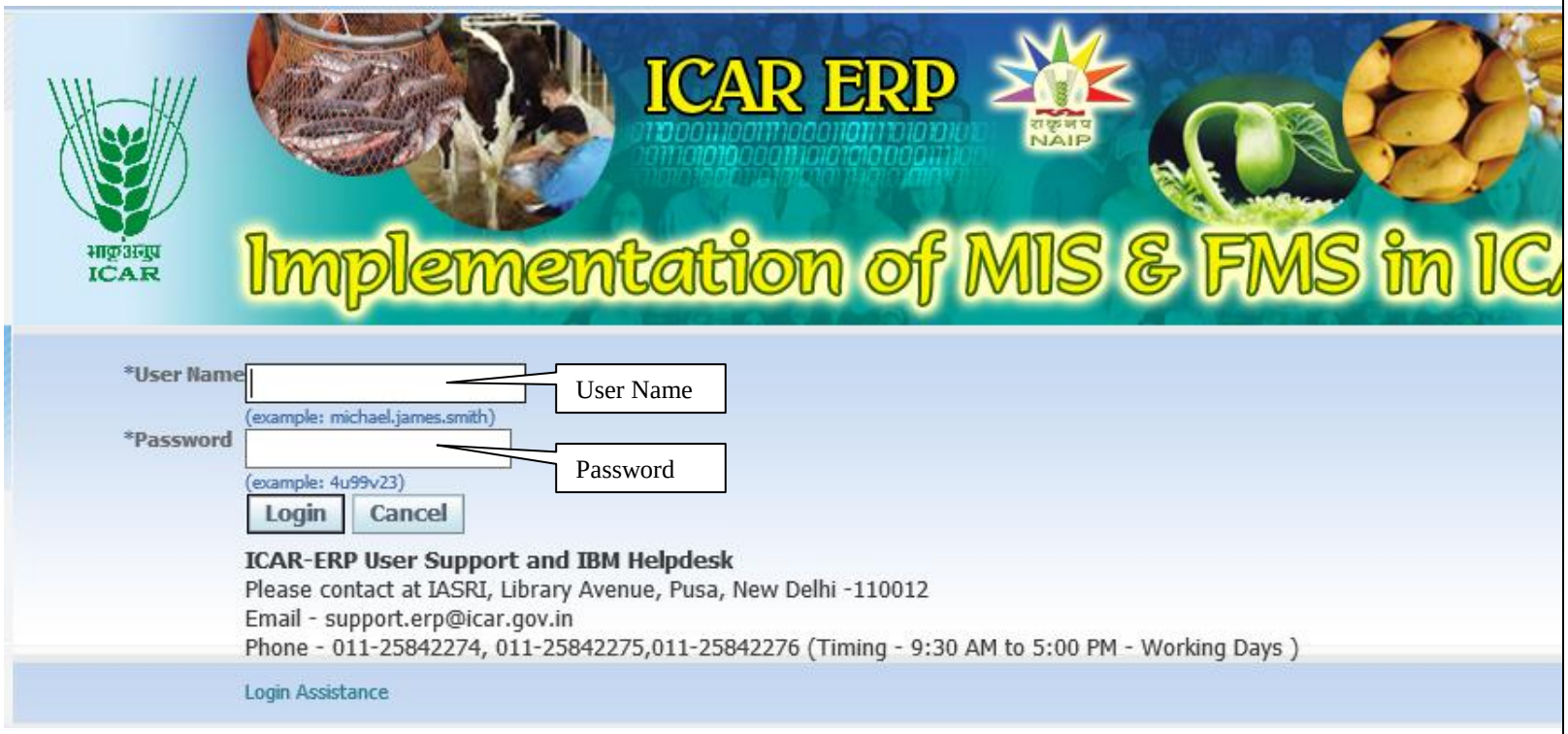
2 SUPERVISOR APPROVAL 65

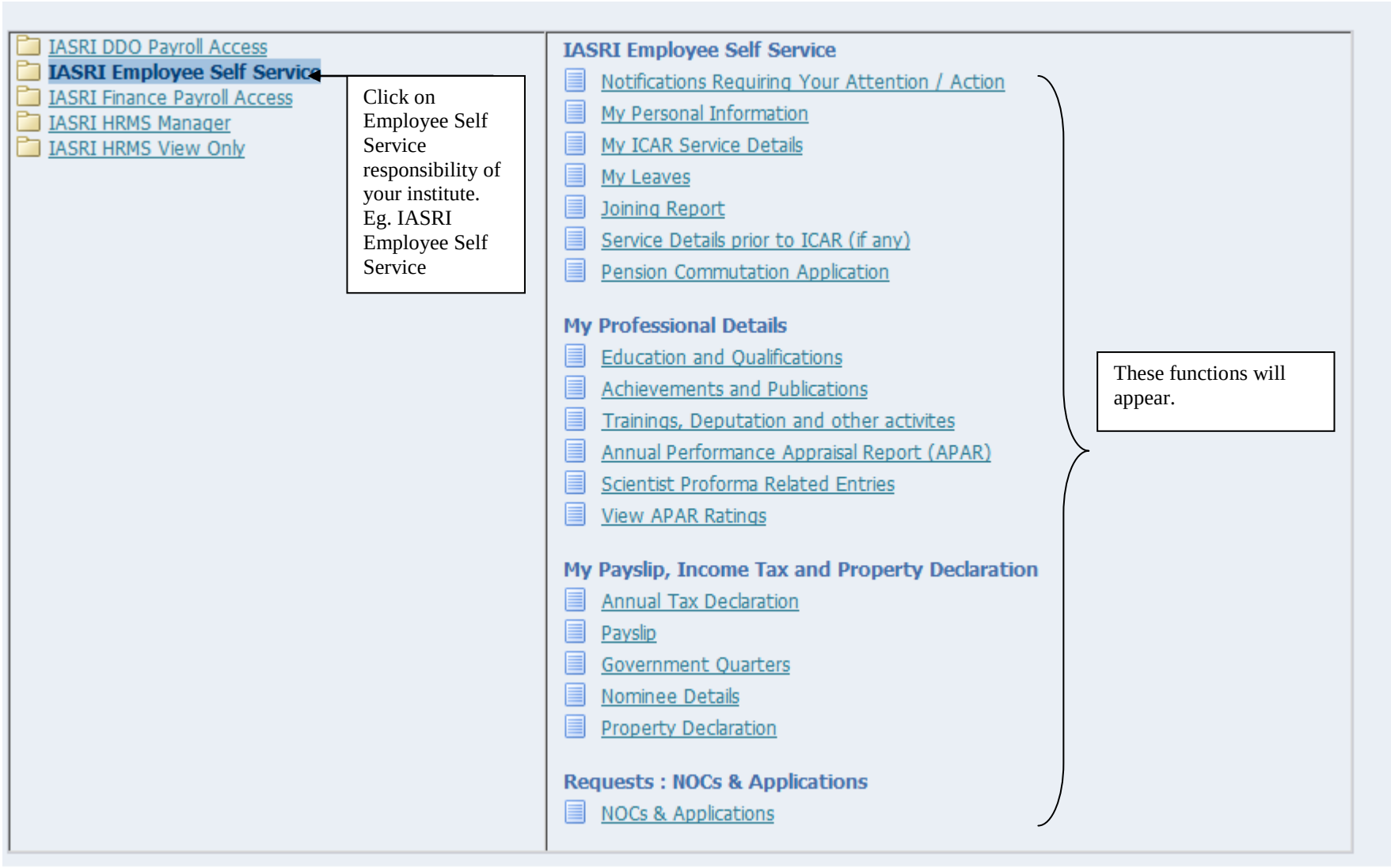
2.1 STEPS TO APPROVE SUBORDINATE'S REQUESTS 66
2.2 STEPS TO RATE SUBORDINATE'S ANNUAL PERFORMANCE APPRAISAL REPORT 67

3 REPORTS ..... ERROR! BOOKMARK NOT DEFINED.

1 Logging into Oracle Applications

Navigation	• Open the link for the Oracle Instance http://icarerp.iasri.res.in

Screenshots and Steps	• Enter the Username and Password as provided (individual user name/password to be used). Password need to be changed on first time login. • On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up. • 


IASRI DDO Payroll Access
IASRI Employee Self Service
IASRI Finance Payroll Access
IASRI HRMS Manager
IASRI HRMS View Only
Click on Employee Self Service responsibility of your institute. Eg. IASRI Employee Self Service
IASRI Employee Self Service
Notifications Requiring Your Attention / Action
My Personal Information
My ICAR Service Details
My Leaves
Joining Report
Service Details prior to ICAR (if any)
Pension Commutation Application
My Professional Details
Education and Qualifications
Achievements and Publications
Trainings, Deputation and other activites
Annual Performance Appraisal Report (APAR)
Scientist Proforma Related Entries
View APAR Ratings
My Payslip, Income Tax and Property Declaration
Annual Tax Declaration
Payslip
Government Quarters
Nominee Details
Property Declaration
Requests : NOCs & Applications
NOCs & Applications
These functions will appear.

This list shows list of approvals which have been received and the ones that our pending on you for approval

Worklist

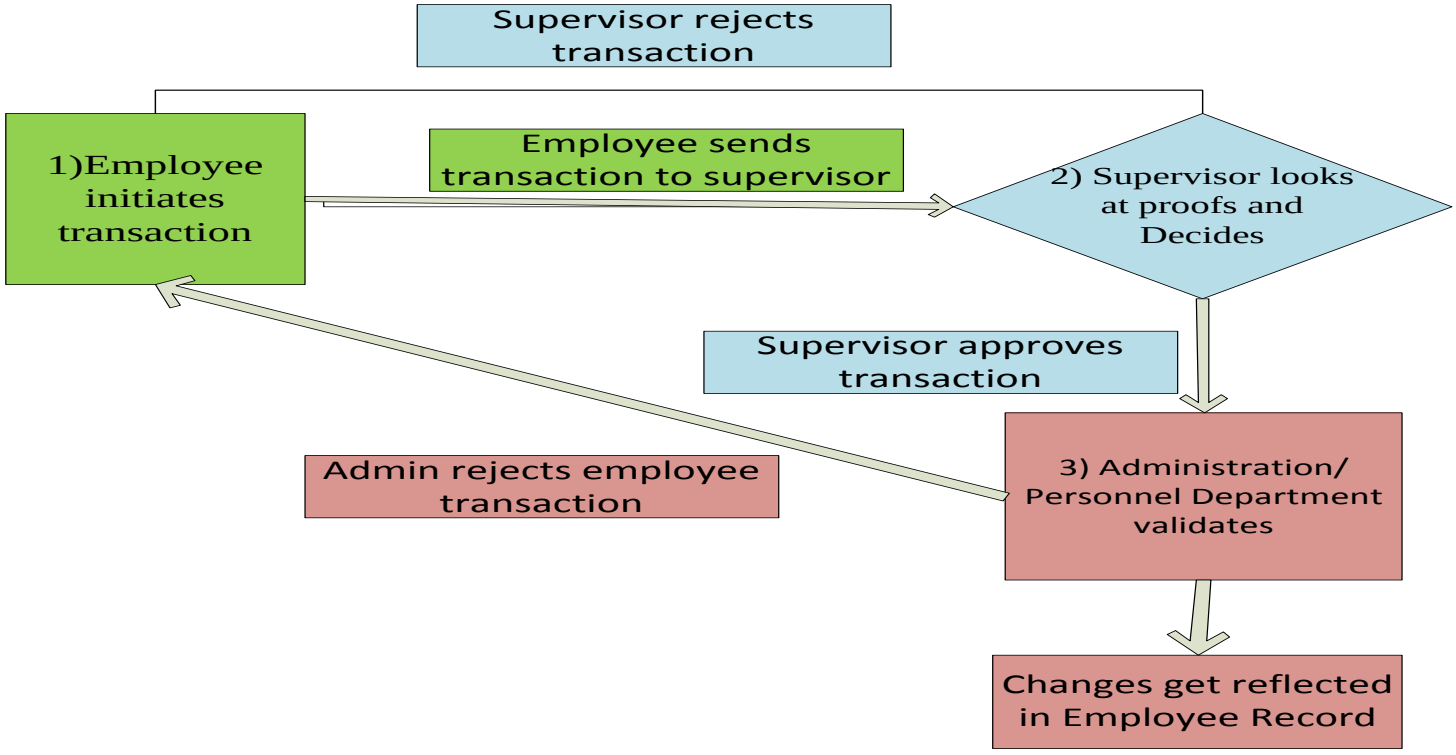
Full List

From	Subject	Sent
SYSADMIN	Leave of Absence for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Leave of Absence for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Personal Information - Basic Details for Varghese, Cini has been approved.	22-Aug-2013
SYSADMIN	Personal Information - Permanent Address for Varghese, Cini has been approved.	23-Aug-2013
SYSADMIN	S, Prajneshu rejected your Special Information changes for Varghese, Cini	22-Aug-2013
Gulati, Manju	Approval Request for Gulati, Manju (PROCESS_DISPLAY_NAME=Special Information)	21-May-2013

1.1 Basics of Self Service

Self Service module is the simplest and most user friendly of Oracle modules and is accessible to each and every employee regardless of his designation or employee category. It helps users to initiate transactions in the system on their own which is subsequently approved by their approving authorities and validated by the Administrative Department of the Institute.

Transaction Flow in Self Service


Supervisor rejects transaction
1)Employee initiates transaction
Employee sends transaction to supervisor
2) Supervisor looks at proofs and Decides
Supervisor approves transaction
Admin rejects employee transaction
3) Administration/ Personnel Department validates
Changes get reflected in Employee Record

1.2 Updating Personal Information

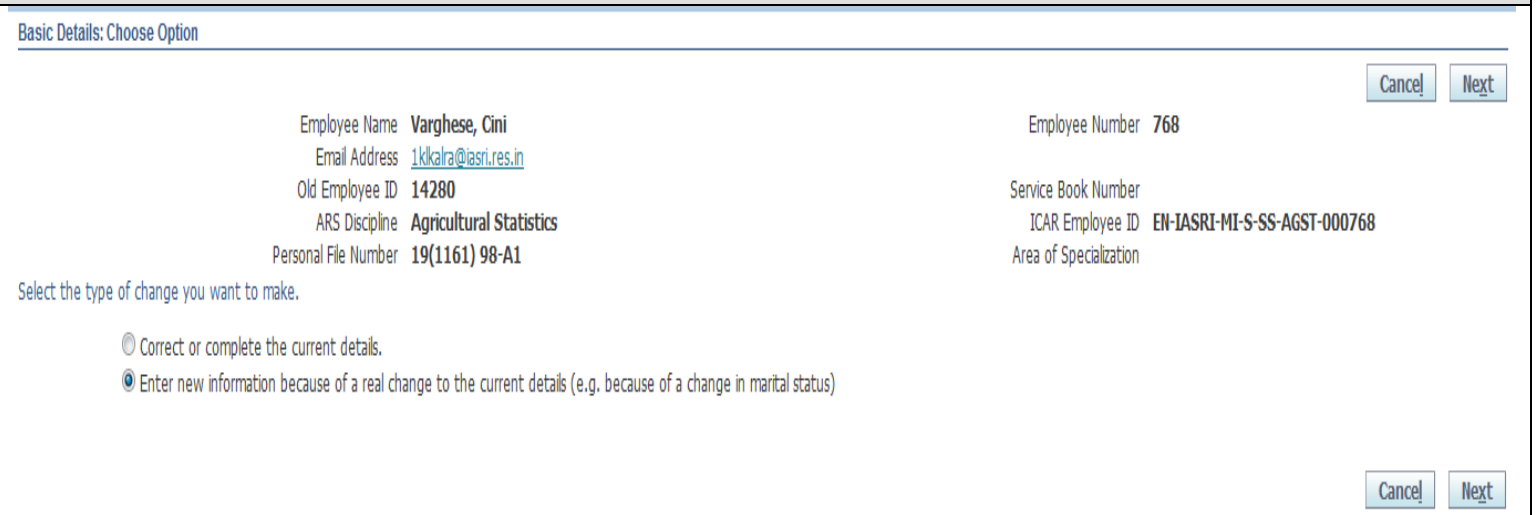
Click on

My Personal Information

Certain fields are available for editing with regards to Personal Information. All changes are sent with supporting documents to supervisors for approval who in turn send it to Administration/Personnel employees for validation.

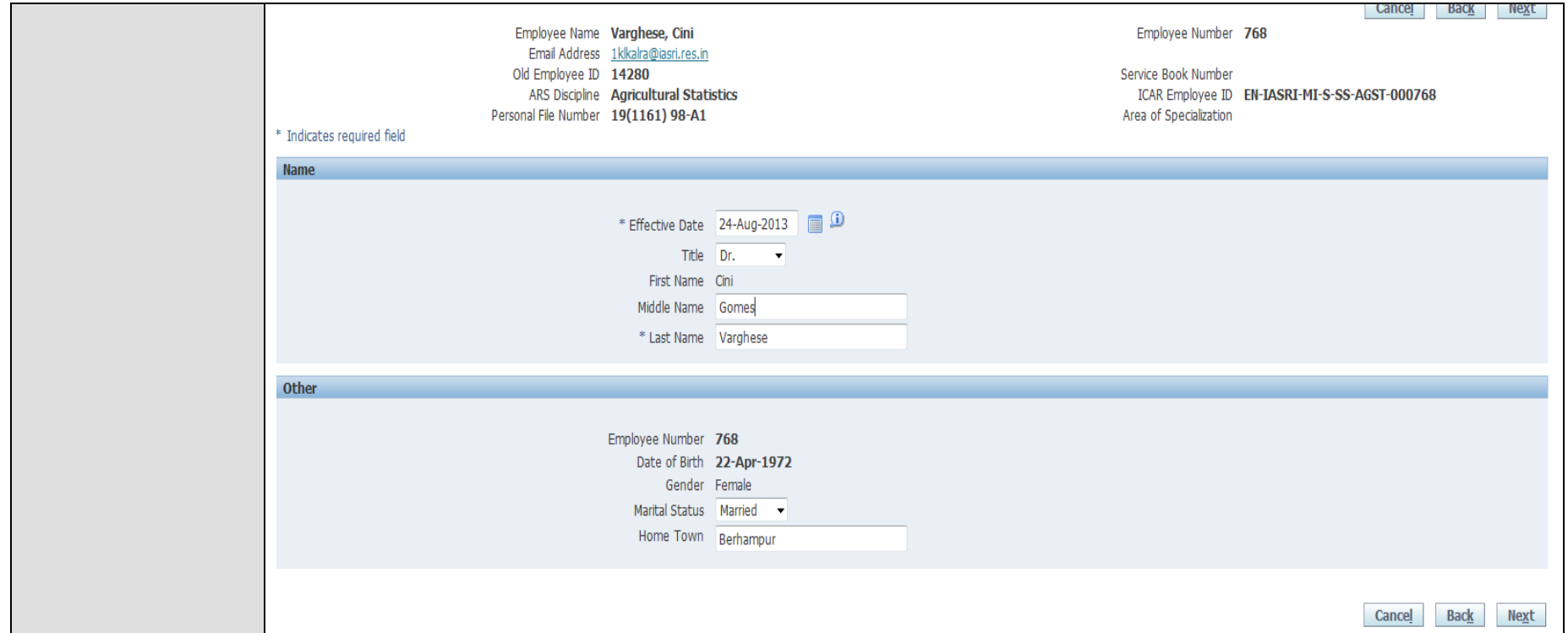
1.2.1 Updating Last Name

Click on the update button in the Basic Details box.


Basic Details: Choose Option
Cancel
Next
Employee Name Varghese, Cini
Email Address 1klkalra@iasri.res.in
Old Employee ID 14280
ARS Discipline Agricultural Statistics
Personal File Number 19(1161) 98-A1
Employee Number 768
Service Book Number
ICAR Employee ID EN-IASRI-MI-S-SS-AGST-000768
Area of Specialization
Select the type of change you want to make.
Correct or complete the current details.
Enter new information because of a real change to the current details (e.g. because of a change in marital status)
Cancel
Next

Click on Next

Make Changes to your detail. Eg. Edit the Middle Name to Gomes from Kumari



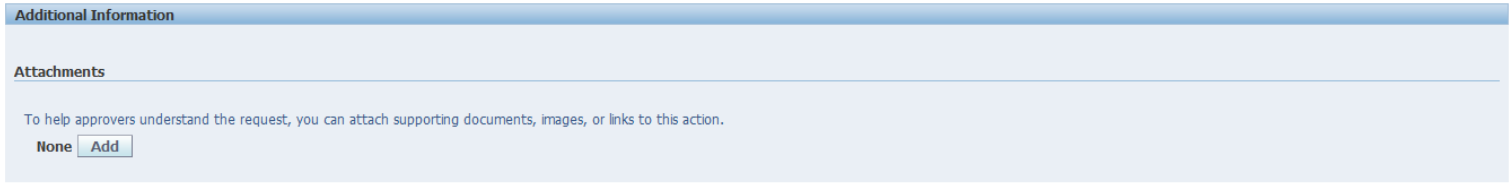
Click on Next and you will see a summary of changes. The bubble mark indicates that a change has been made to that field

Basic Details

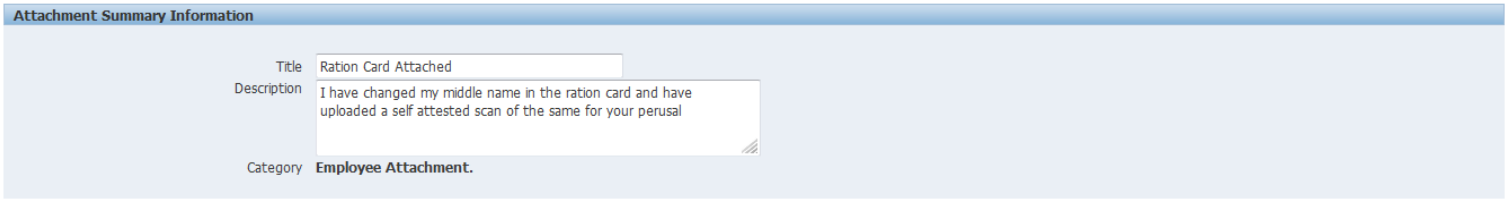
	Current	Proposed
Title	Dr.	Dr.
Full Name	Varghese, Cini	Dr. Cini Gomes Varghese
First Name	Cini	Cini
Middle Name	Kumari	Gomes
Last Name	Varghese	Varghese
Date of Birth	22-Apr-1972	22-Apr-1972
Home Town	Berhampur	Berhampur
Gender	Female	Female
Marital Status	Married	Married
Organization Email Address	1klkalra@iasri.res.in	1klkalra@iasri.res.in

Add Attachment functionality gives you the freedom to attach as many supporting documents which you want to attach and send to your

supervisor online for approval. The same will be used by the Administration/Personnel Department for validation.


Additional Information
Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None
Add

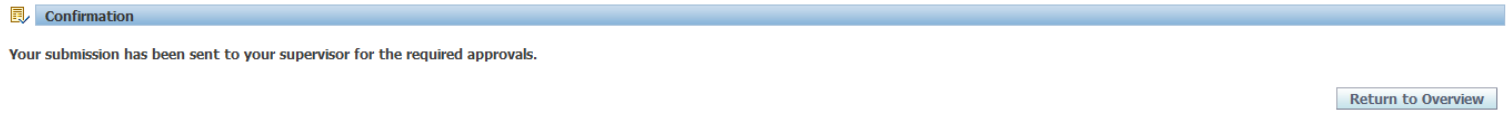
Click on Add
Write a description about the attachment so that your supervisor/Admin can read.


Attachment Summary Information
Title
Ration Card Attached
Description
I have changed my middle name in the ration card and have uploaded a self attested scan of the same for your perusal
Category
Employee Attachment.

Click on Browse and attach the file from your computer

Click on Add Another if you want to add more documents
Click on Apply when you are done with adding attachments

At last click on Submit

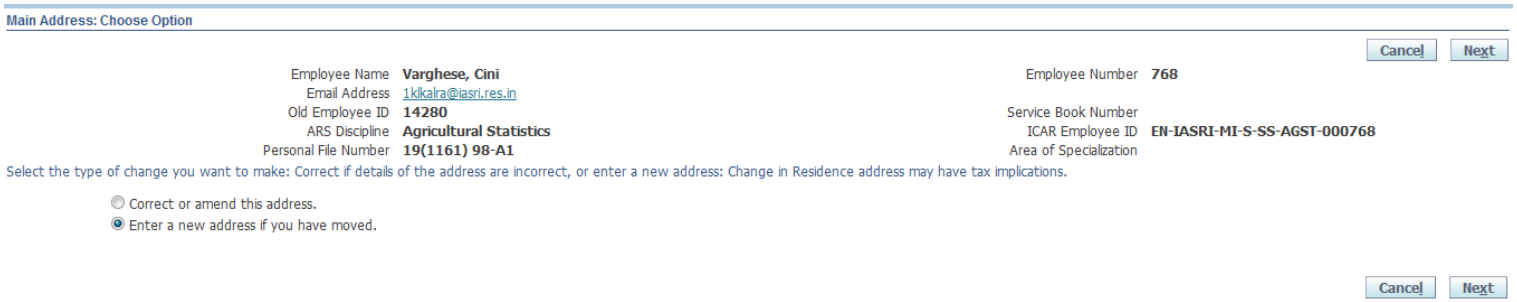


After submission you will get a confirmation that your documents and change transaction as been sent to your supervisor for approval.

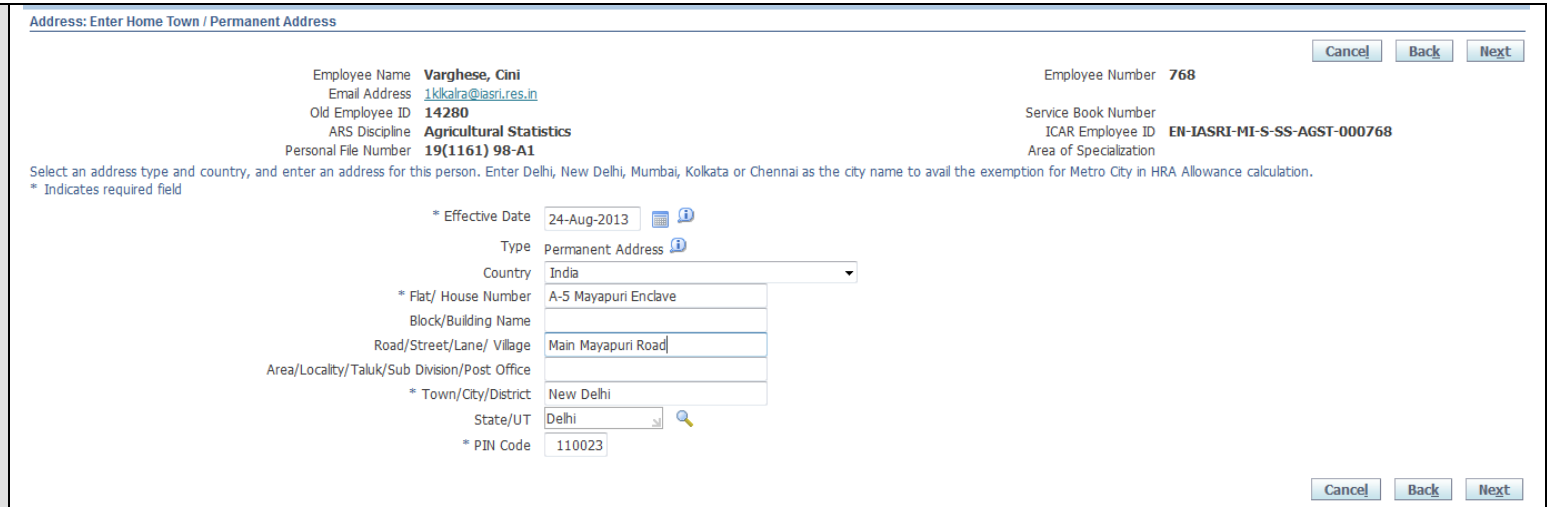
1.2.2 Updating Permanent / Current /Correspondence Address

Click on My Personal Information

Click on Update in whichever box you want to change address


Main Address: Choose Option
Cancel
Next
Employee Name Varghese, Cini
Email Address 1klkalra@iasri.res.in
Old Employee ID 14280
ARS Discipline Agricultural Statistics
Personal File Number 19(1161) 98-A1
Employee Number 768
Service Book Number
ICAR Employee ID EN-IASRI-MI-S-SS-AGST-000768
Area of Specialization
Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address: Change in Residence address may have tax implications.
Correct or amend this address.
Enter a new address if you have moved.
Cancel
Next

Click on Next


Address: Enter Home Town / Permanent Address
Cancel
Back
Next
Employee Name Varghese, Cini
Email Address 1klkalra@iasri.res.in
Old Employee ID 14280
ARS Discipline Agricultural Statistics
Personal File Number 19(1161) 98-A1
Employee Number 768
Service Book Number
ICAR Employee ID EN-IASRI-MI-S-SS-AGST-000768
Area of Specialization
Select an address type and country, and enter an address for this person. Enter Delhi, New Delhi, Mumbai, Kolkata or Chennai as the city name to avail the exemption for Metro City in HRA Allowance calculation.
* Indicates required field
* Effective Date 24-Aug-2013
Type Permanent Address
Country India
* Flat/ House Number A-5 Mayapuri Enclave
Block/Building Name
Road/Street/Lane/ Village Main Mayapuri Road
Area/Locality/Taluk/Sub Division/Post Office
* Town/City/District New Delhi
State/UT Delhi
* PIN Code 110023
Cancel
Back
Next

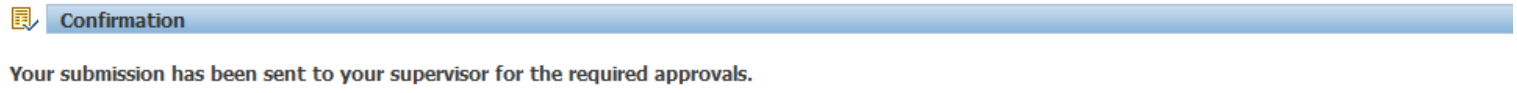
Look at the summary where bubble indicates a change has been made to the field

Main Address

	Current	Proposed
Effective Date	22-Aug-2013	24-Aug-2013
Country	India	India
Flat/ House Number	561 Ravi nagar	A-5 Mayapuri Enclave
Block/Building Name	U P	
Road/Street/Lane/ Village		Main Mayapuri Road
Town/City/District	Kanpur	New Delhi
State/UT	Uttar Pradesh	Delhi
PIN Code	220027	110023
Country	India	India

Add Attachments if required as done in the previous section

Click on Submit



1.3 View ICAR Service Details

You can view your Service details and all changes that have occurred.

Click on Show to see further details

This is very useful during retirement where you can see your entire duration of service.

You cannot make any changes to your service from here. In case you see a discrepancy, please approach Administration/Personnel Department

Varghese, Cini

The following section displays the summary as of today's date.

Effective Date 24-Aug-2013

Employee ID **768**
Institute **IASRI - Indian Agricultural Statistics Research Institute**
ICAR Joining Date **10-Jun-1998**
Reporting Officer **S, Prajneshu**
Designation **Technical Assistant.Technical Officer**
Location **IASRI (MI), New Delhi**
Most Recent ICAR Joining Date **10-Jun-1998**
Email Address 1klkalra@iasri.res.in

My ICAR Service Details

The following section displays detailed historical information through today's date.

Details	Employee ID	Start Date	End Date	Designation	Grade	Institute	Location	Email Address
Hide	768	01-Apr-2012		Technical Assistant.Technical Officer	PB-4 (Rs 37,400-67,000).+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
				Reporting Officer **S, Prajneshu**		Department Details **INST.Agricultural Statistics..**		
				Position		Last Service Change Reason		
Show	768	06-Oct-2007	31-Mar-2012	Senior Scientist.	PB-4 (Rs 37,400-67,000).+9000	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
Show	768	06-Oct-2002	05-Oct-2007	Scientist S\.S.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
Show	768	06-Oct-1998	05-Oct-2002	Scientist.	Old Pay Scale.Old Grade Pay	IASRI - Indian Agricultural Statistics Research Institute	IASRI (MI), New Delhi	1klkalra@iasri.res.in
Show	768	10-Jun-1998	05-Oct-1998			Indian Council of Agricultural Research		1klkalra@iasri.res.in

1.4 Checking your Leave Balance

Click on My Leaves

Click on Current Leave Balance Button

Current Leave Balance

Effective Date (example: 24-Aug-2013) Go

Casual Leave Annual Accrual **3** Child Care Leave Accrual Plan **671** Earned Leave Accrual **15**

Half Pay Leave Accrual **10**

Note: All balances and their calculation logic are as in the rules mentioned in Swamy's Sixth Pay Commission Book

A summary of leaves taken during the entire career of an employee can be seen as below

Start Date	End Date	Leave Type	Number of Days	Approval Status	Leave Status	Supporting Documents	Details	Update	Confirm	Delete
17-Oct-2013	17-Nov-2013	Child Care Leave	32	Approved	Confirmed					
22-Aug-2013	17-Sep-2013	Child Care Leave	27	Approved	Confirmed					
07-Jun-2013	10-Jun-2013	Casual Leave	2	Approved	Confirmed					
31-May-2013	31-May-2013	Casual Leave	1	Approved	Confirmed					
27-May-2013	28-May-2013	Earned Leave	2	Approved	Confirmed					
23-May-2013	24-May-2013	Casual Leave	2	Approved	Confirmed					
20-May-2013	23-May-2013	Earned Leave		Approved	Planned					
15-May-2013	22-May-2013	Maternity Leave	8	Approved	Confirmed					
07-May-2013	11-May-2013	Earned Leave	5	Work in Progress	Confirmed					
07-May-2013	07-May-2013	Restricted Holiday	1	Approved	Confirmed					

1.5 Applying Leaves through Self Service

Click on My Leaves

1) Click on Apply Leave

2) Click on Leave Status
   a) Choose Planned if you have a tentative plan and are not sure whether you want to take the entire or part of leave.
   b) Choose Confirmed when you are sure that you want to take the leave.

3) Choose the type of Leave which you want to take.

Note: All leave types may not be relevant to you and the system won't allow you take leaves which are not relevant to you. eg. A male cannot take maternity leave

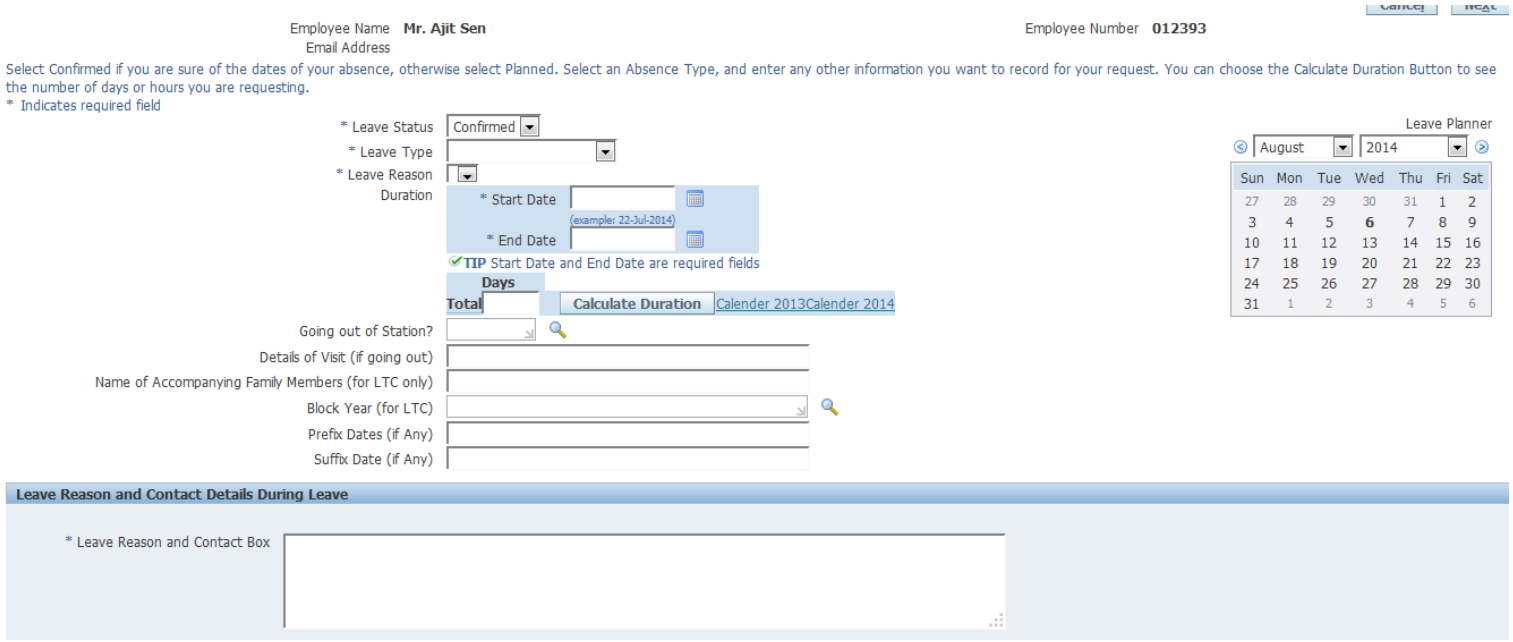
4) Choose the relevant Leave Reason according to Leave Type

5) Look at the Calendar on the right side. It has been put there as an aid for you to plan your leaves. You can choose the month/year as you want

6) Choose the Start Date and the End date of your leave
7) Mention whether you will go out of station by selecting Yes or No
8) Details of Visit to include places of visit stopovers etc.
9) Name of Accompanying Family members – In case of LTC mention family members accompanying you
10) Mention Block Year for LTC

11) Mention any Prefix & Suffix Dates – Multiple dates can be added if applicable.
12) Please enter your Contact Details/ Phone Number on which you can be contacted during your leave.
13) Press calculate Duration

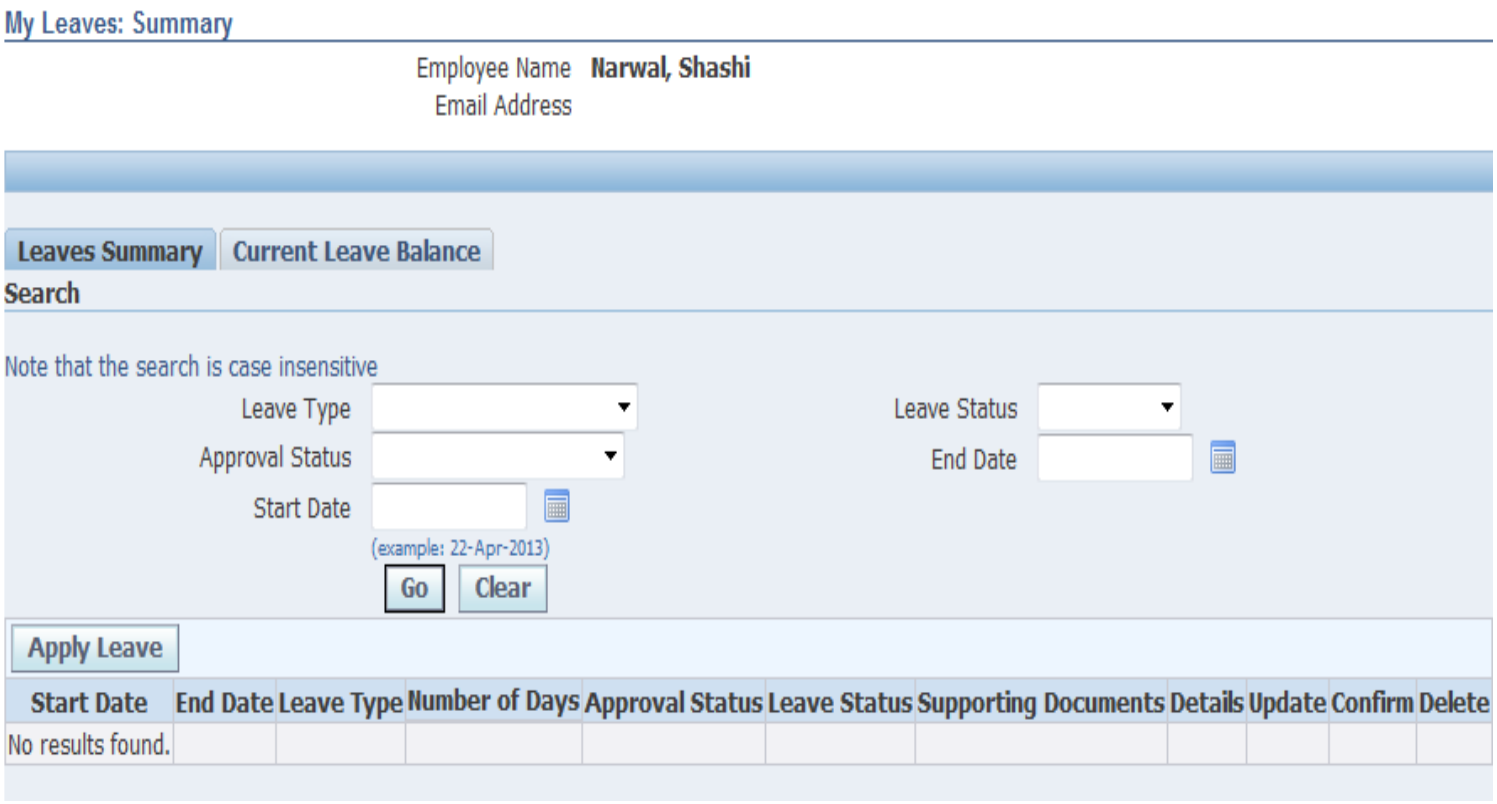
Note : Only after all steps have been correctly done you can press next and proceed to see a summary of your transaction and submit your leave request to your supervisor for approval


Employee Name Mr. Ajit Sen
Employee Number 012393
Email Address
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type
* Leave Reason
Duration
* Start Date
(example: 22-Jul-2014)
* End Date
TIP Start Date and End Date are required fields
Days
Total
Calculate Duration
Calender 2013Calender 2014
Going out of Station?
Details of Visit (if going out)
Name of Accompanying Family Members (for LTC only)
Block Year (for LTC)
Prefix Dates (if Any)
Suffix Date (if Any)
Leave Planner
August
2014
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Leave Reason and Contact Details During Leave
* Leave Reason and Contact Box

1.5.1 Adding Casual Leave type in My Leaves through Self Service

Click on Apply Leave.

Another window will open and click on Leave Status as Planned or confirmed as applicable.



1.5.2 Adding Casual Type in My Leaves

Enter Casual leave type from drop down list.

Enter Leave reason as other purposes.

Enter Start date as 'dd-mm-yyyy'

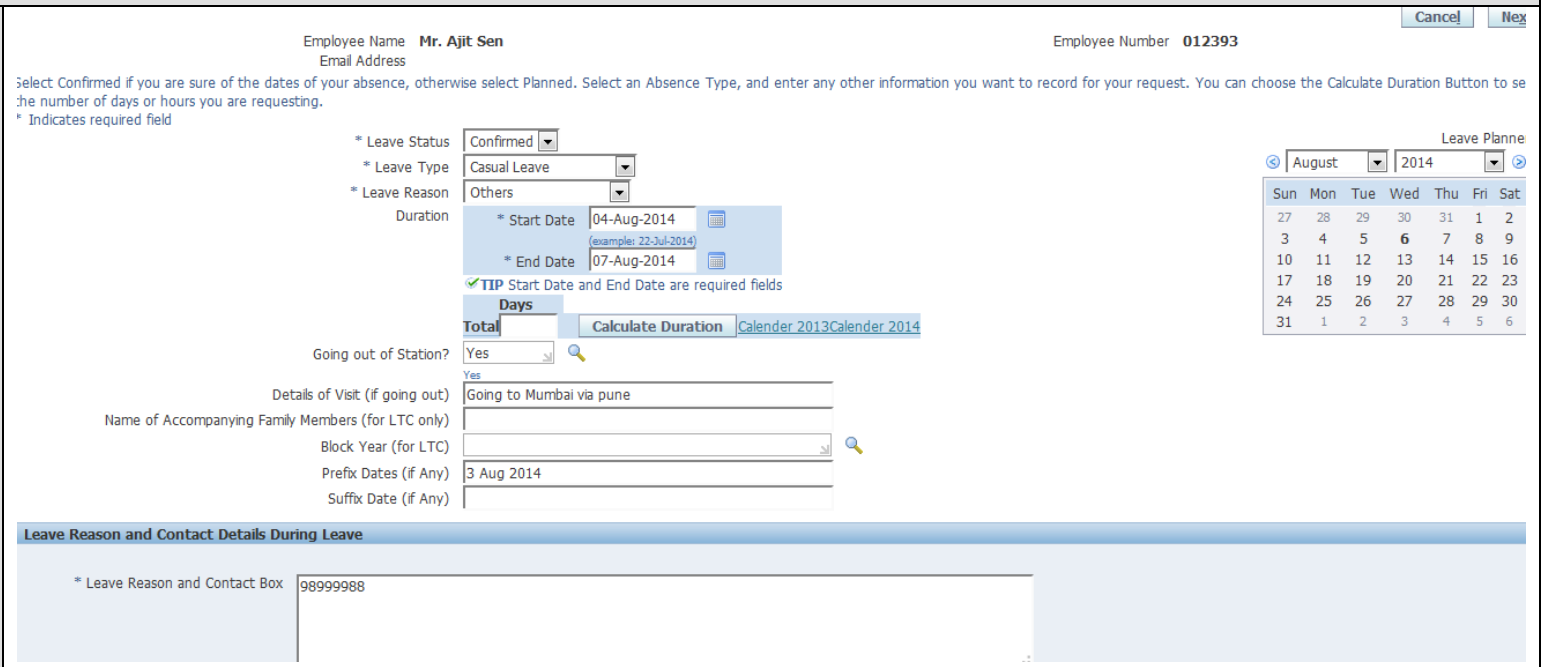
Enter End date as 'dd-mm-yyyy'.

Click on Calculate Duration.

Enter Comments if any

Add any attachment if any

Click on Next.

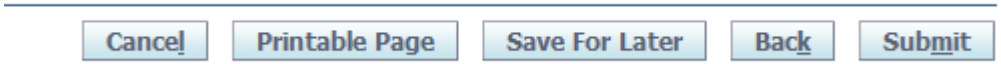

Cancel
Nex
Employee Name Mr. Ajit Sen
Email Address
Employee Number 012393
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to se
the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Casual Leave
* Leave Reason Others
Duration
* Start Date 04-Aug-2014
(example: 22-Jul-2014)
* End Date 07-Aug-2014
TIP Start Date and End Date are required fields
Days
Total
Calculate Duration
Calender 2013Calender 2014
Going out of Station? Yes
Yes
Details of Visit (if going out) Going to Mumbai via pune
Name of Accompanying Family Members (for LTC only)
Block Year (for LTC)
Prefix Dates (if Any) 3 Aug 2014
Suffix Date (if Any)
Leave Reason and Contact Details During Leave
* Leave Reason and Contact Box 98999988
Leave Planne
August
2014
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6

1.5.3 Adding Casual Type in My Leaves

Applied Changes would be seen and also Approver Name.

Click on Submit if everything looks fine.

Changes would be applied after clicking on submit.



1.5.4 Adding Maternity Leave in My leaves

Enter Maternity leave type from drop down list.

Enter Leave reason as Pregnancy/ Abortion.

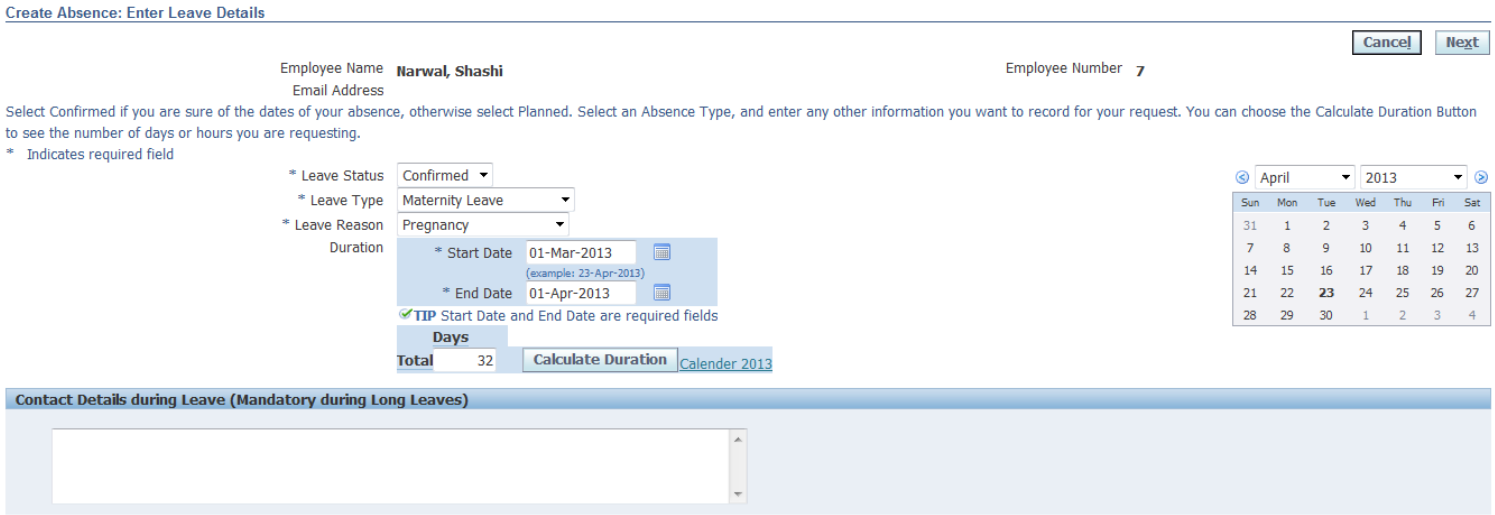
Enter Start date as 'dd-mm-yyyy'

Enter End date as 'dd-mm-yyyy'.

Click on Calculate Duration.

Enter Comments if any

Add any attachment if any


Create Absence: Enter Leave Details
Cancel
Next
Employee Name Narwal, Shashi
Employee Number 7
Email Address
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Maternity Leave
* Leave Reason Pregnancy
Duration
* Start Date 01-Mar-2013
(example: 23-Apr-2013)
* End Date 01-Apr-2013
TIP Start Date and End Date are required fields
Days
Total 32
Calculate Duration
Calender 2013
April 2013
Sun Mon Tue Wed Thu Fri Sat
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
Contact Details during Leave (Mandatory during Long Leaves)

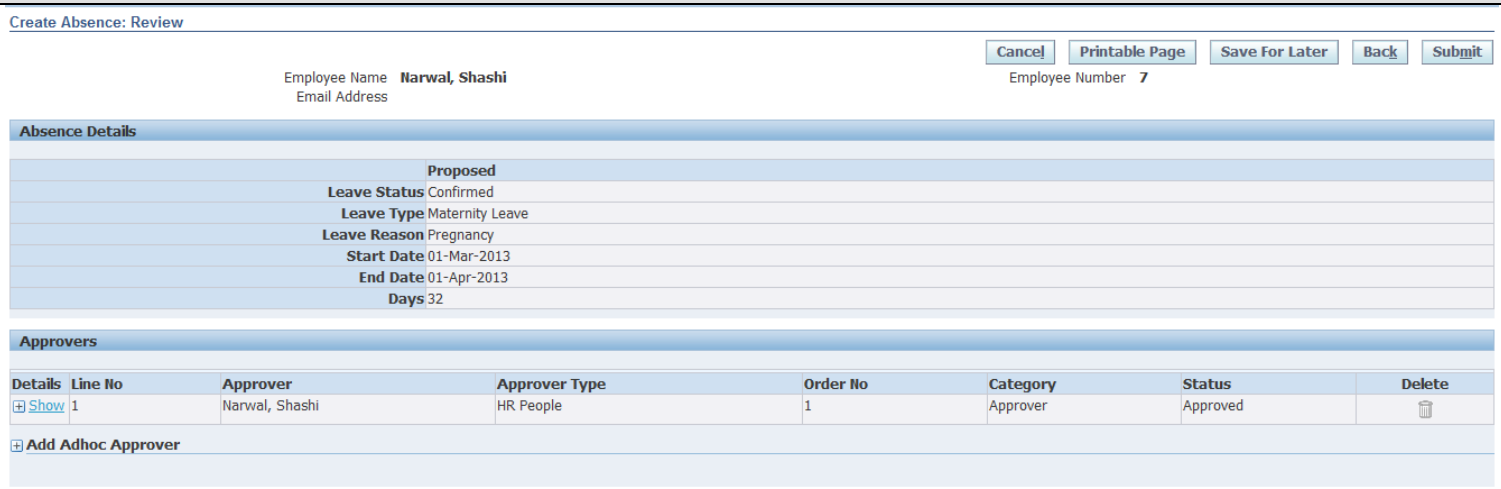
1.5.5 Adding Maternity Type in My Leaves

Click on Next

Review your applied leaves .

Approver Name would be there to whom your applied leaves will go for approval.

Click on Submit and changes would be applied.



1.5.6 Adding Earned Leave Type in My Leaves

Enter Earned leave type from drop down list.

Enter Leave reason as Family Emergency, LTC- Bharat Darshan, LTC- Home Town, Leave Encashment, Other Purposes, Own Wedding, Vacation etc

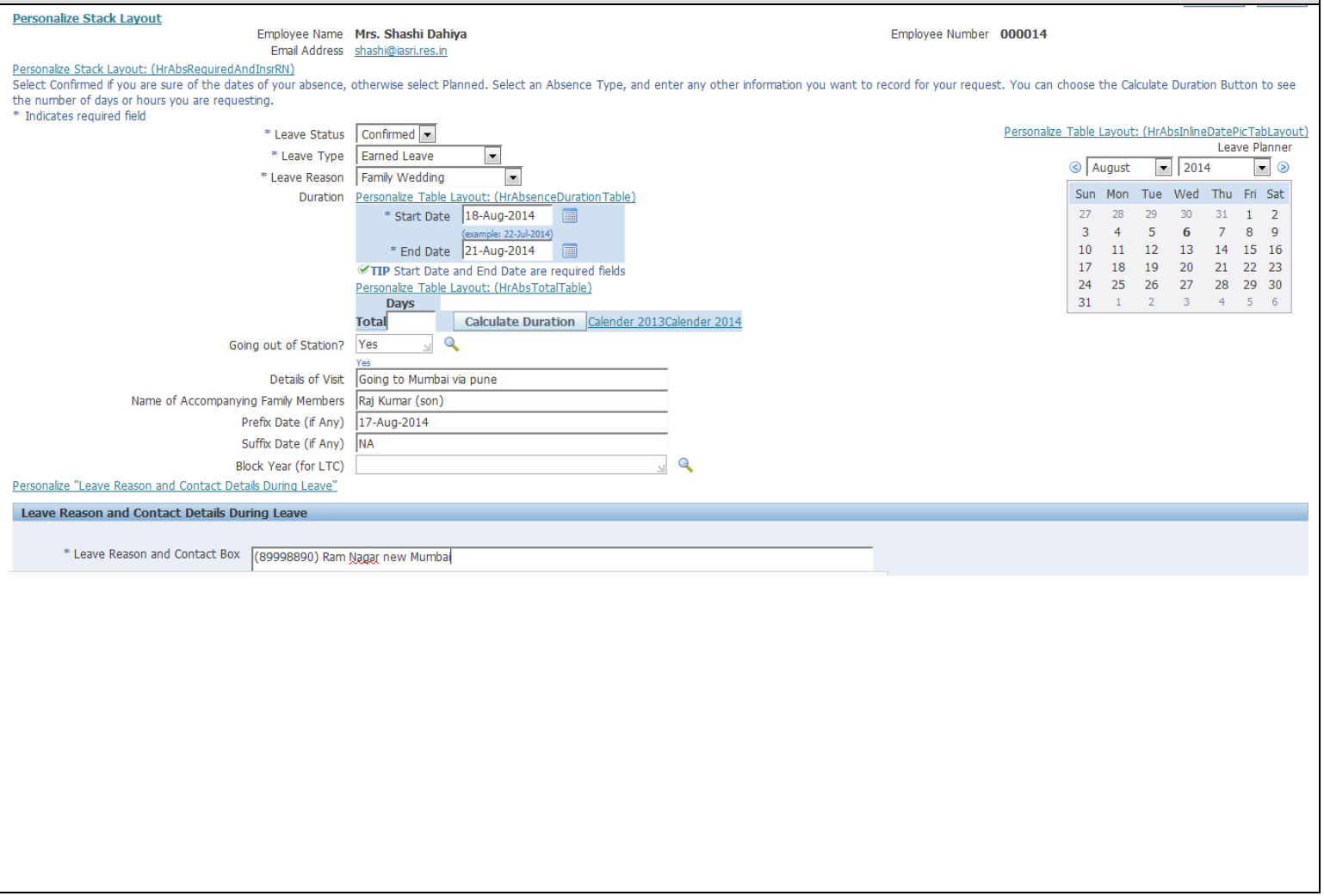
Enter Start date as 'dd-mm-yyyy'

Enter End date as 'dd-mm-yyyy'.

Click on Calculate Duration.

Enter Comments if any

Add any attachment if any.


Personalize Stack Layout
Employee Name Mrs. Shashi Dahiya
Employee Number 000014
Email Address shashi@iasri.res.in
Personalize Stack Layout: (HrAbsRequiredAndInsrRN)
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Earned Leave
* Leave Reason Family Wedding
Duration
Personalize Table Layout: (HrAbsenceDurationTable)
* Start Date 18-Aug-2014
(example: 22-Jul-2014)
* End Date 21-Aug-2014
TIP Start Date and End Date are required fields
Personalize Table Layout: (HrAbsTotalTable)
Days
Total
Calculate Duration
Calender 2013Calender 2014
Personalize Table Layout: (HrAbsInlineDatePicTabLayout)
Leave Planner
August 2014
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Going out of Station? Yes
Yes
Details of Visit Going to Mumbai via pune
Name of Accompanying Family Members Raj Kumar (son)
Prefix Date (if Any) 17-Aug-2014
Suffix Date (if Any) NA
Block Year (for LTC)
Personalize "Leave Reason and Contact Details During Leave"
Leave Reason and Contact Details During Leave
* Leave Reason and Contact Box (89998890) Ram Nagar new Mumbai

1.5.7 Adding Half Pay Leave Type in My Leaves

Enter Half Pay leave type from drop down list.

Enter Leave reason as Commuted for Extended Maternity Leave, For Sickness, For Child Adoption, For Approved Course of Study etc

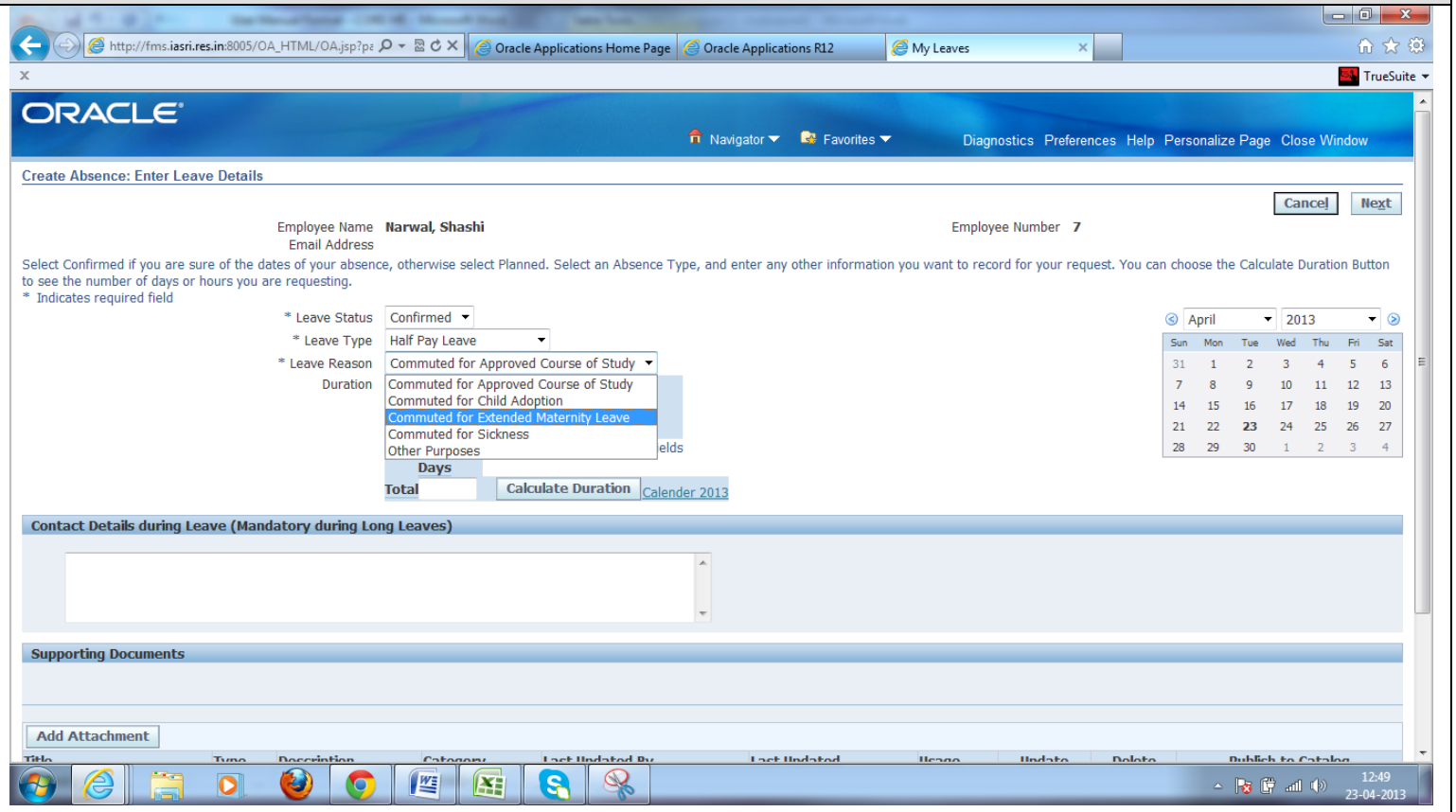
Enter Start date as 'dd-mm-yyyy'

Enter End date as 'dd-mm-yyyy'.

Click on Calculate Duration.

Enter Comments if any

Add any attachment if any.

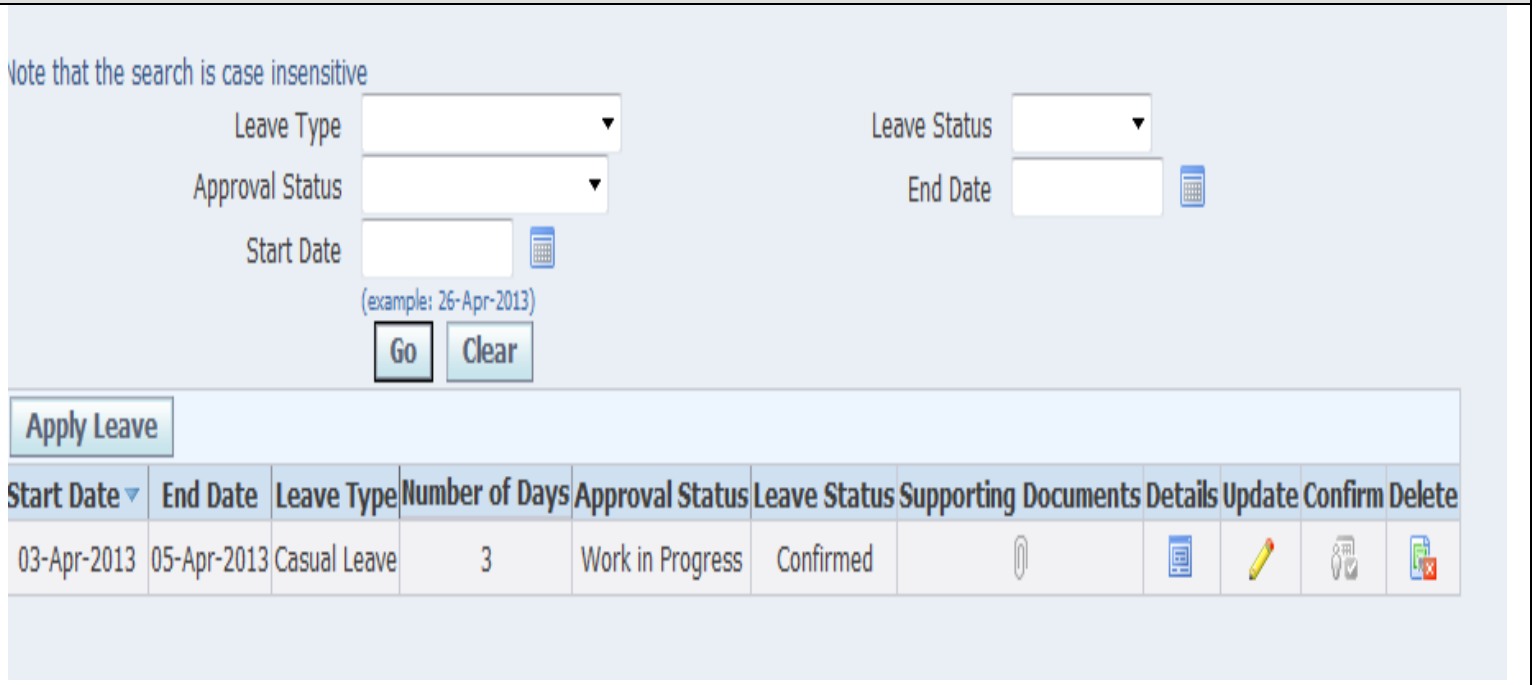

Oracle Applications Home Page
Oracle Applications R12
My Leaves
TrueSuite
ORACLE
Navigator
Favorites
Diagnostics Preferences Help Personalize Page Close Window
Create Absence: Enter Leave Details
Cancel
Next
Employee Name Narwal, Shashi
Employee Number 7
Email Address
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Half Pay Leave
* Leave Reason Commuted for Approved Course of Study
Duration
Commuted for Approved Course of Study
Commuted for Child Adoption
Commuted for Extended Maternity Leave
Commuted for Sickness
Other Purposes
Days
Total
Calculate Duration
Calender 2013
April
2013
Contact Details during Leave (Mandatory during Long Leaves)
Supporting Documents
Add Attachment
12:49
23-04-2013

1.5.8 Entering Disability Leave through Self Service (Planned Leaves)

Click on ICAR Employee Self Service.

Click on My Leaves.

Click on Apply Leave



1.5.9 Entering Disability Leave through Self Service (Planned Leaves)

Click on Apply Leave

Enter Leave Status as Planned.

Enter Leave Type as Special Disability Leave.

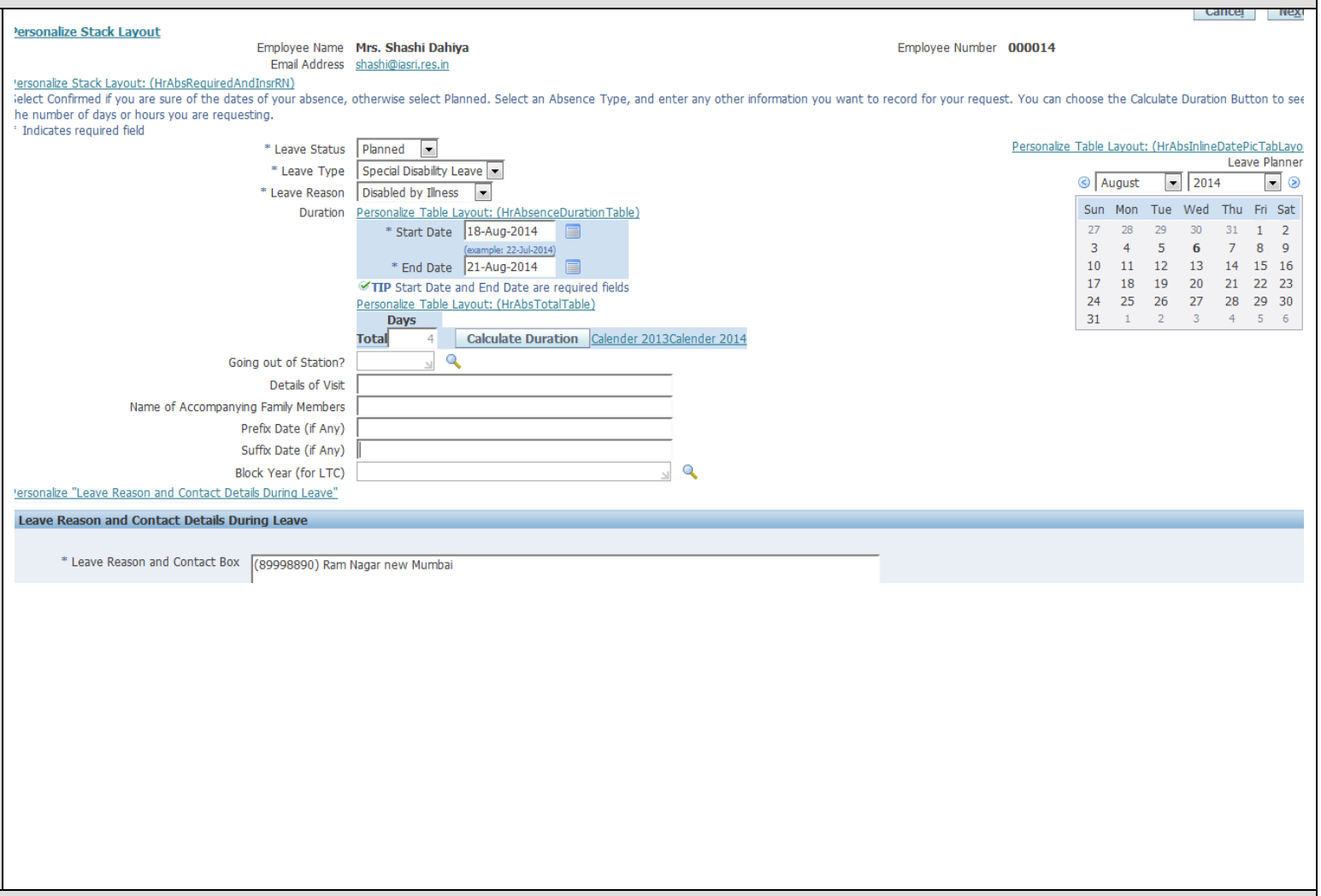
Enter Leave Reason from list of values.

Enter Start Date and End Date.

Enter Contact Details during Leave.

Add Attachment if you want to any.

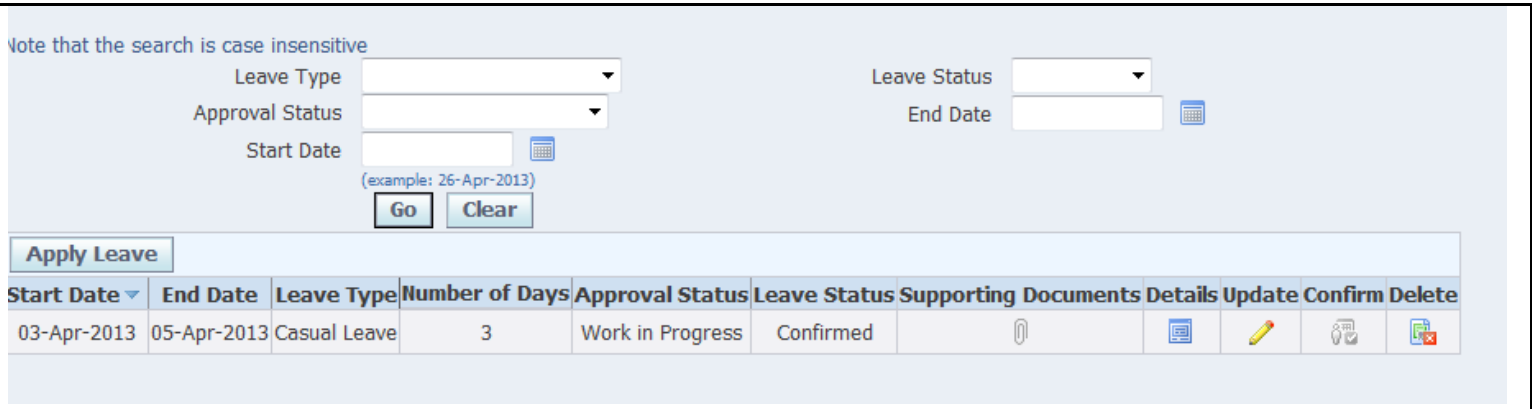
Click on Apply and changes would be applied.


Cancel
Next
Personalize Stack Layout
Employee Name Mrs. Shashi Dahiya
Employee Number 000014
Email Address shashi@iasri.res.in
Personalize Stack Layout: (HrAbsRequiredAndInsrRN)
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Planned
* Leave Type Special Disability Leave
* Leave Reason Disabled by Illness
Duration
Personalize Table Layout: (HrAbsenceDurationTable)
* Start Date 18-Aug-2014
(example: 22-Jul-2014)
* End Date 21-Aug-2014
TIP Start Date and End Date are required fields
Personalize Table Layout: (HrAbsTotalTable)
Days
Total 4
Calculate Duration
Calender 2013Calender 2014
Going out of Station?
Details of Visit
Name of Accompanying Family Members
Prefix Date (if Any)
Suffix Date (if Any)
Block Year (for LTC)
Personalize "Leave Reason and Contact Details During Leave"
Personalize Table Layout: (HrAbsInlineDatePicTabLayo
Leave Planner
August
2014
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Leave Reason and Contact Details During Leave
* Leave Reason and Contact Box (89998890) Ram Nagar new Mumbai

1.5.10 Entering Child Care Leave

Click on My Leaves.

Click on Apply Leave.



1.5.11 Entering Child Care Leave

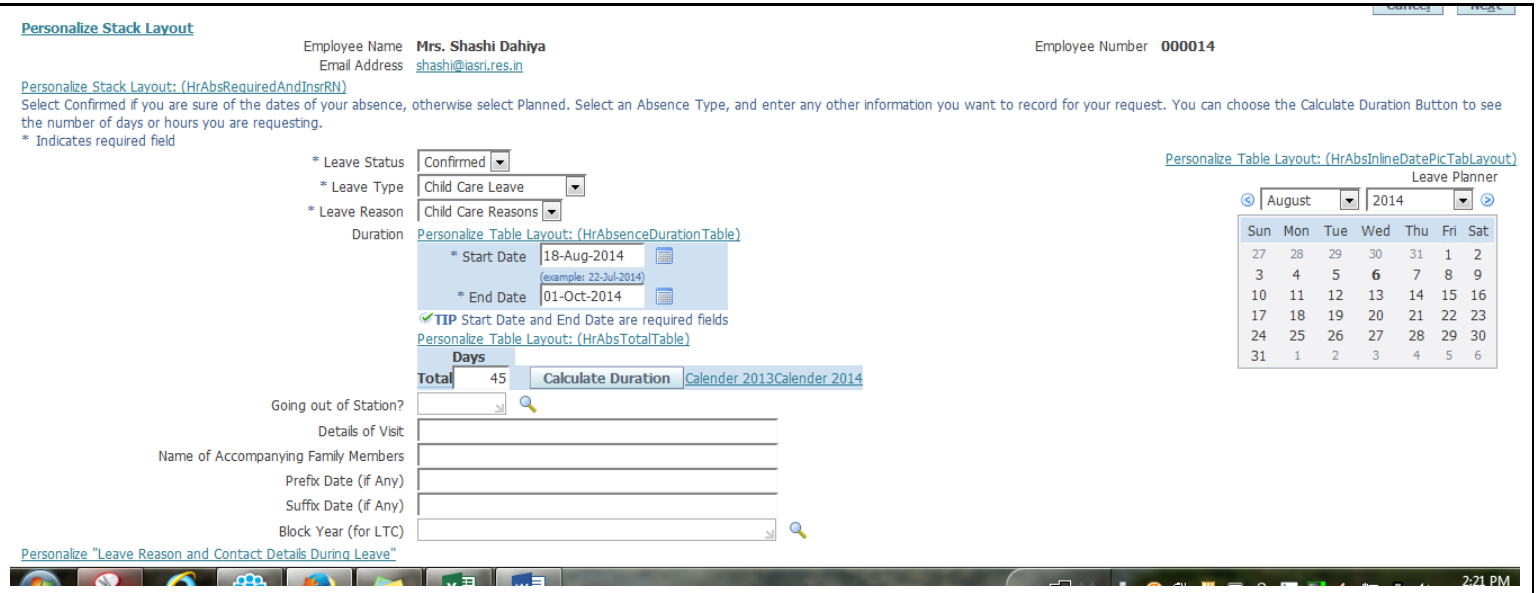
Enter Leave Status as confirmed or Planned.

Enter Leave Type as Child Care Leave.

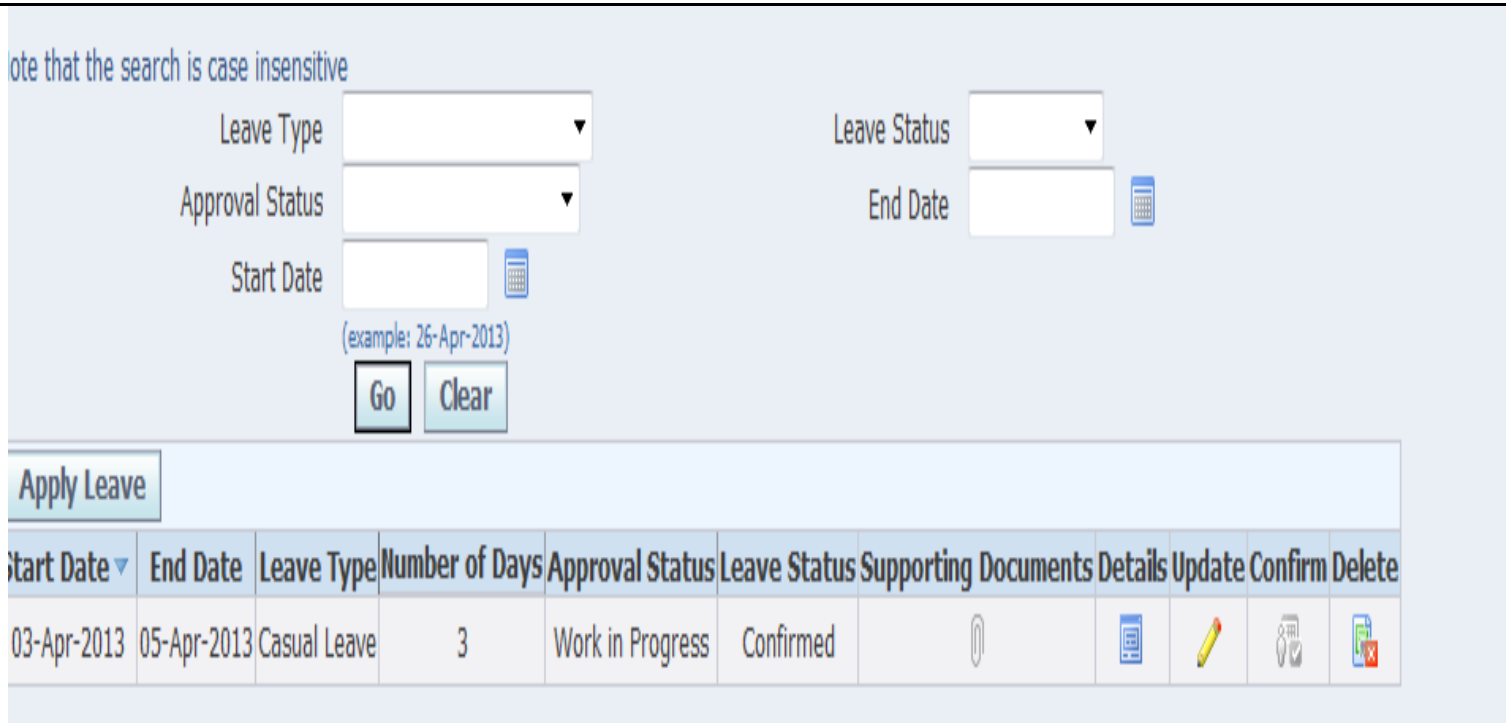
Enter Leave Reason as Child Care Reasons.

Enter Start Date and End Date.

Click on Apply


Personalize Stack Layout
Employee Name Mrs. Shashi Dahiya
Employee Number 000014
Email Address shashi@iasri.res.in
Personalize Stack Layout: (HrAbsRequiredAndInsrRN)
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Child Care Leave
* Leave Reason Child Care Reasons
Duration
Personalize Table Layout: (HrAbsenceDurationTable)
* Start Date 18-Aug-2014
(example: 22-Jul-2014)
* End Date 01-Oct-2014
TIP Start Date and End Date are required fields
Personalize Table Layout: (HrAbsTotalTable)
Days
Total 45
Calculate Duration
Calender 2013Calender 2014
Going out of Station?
Details of Visit
Name of Accompanying Family Members
Prefix Date (if Any)
Suffix Date (if Any)
Block Year (for LTC)
Personalize "Leave Reason and Contact Details During Leave"
Personalize Table Layout: (HrAbsInlineDatePicTabLayout)
Leave Planner
August
2014
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
2:21 PM

1.5.12 Entering Half Pay Leave (Commuted for Child Adoption)

. Click on ICAR Employee Self Service Click on My Leaves. Click on Apply Leave.	

1.5.13 Entering Half Pay Leave (Commuted for Child Adoption)

Click on Leave Status as Confirmed or Planned.

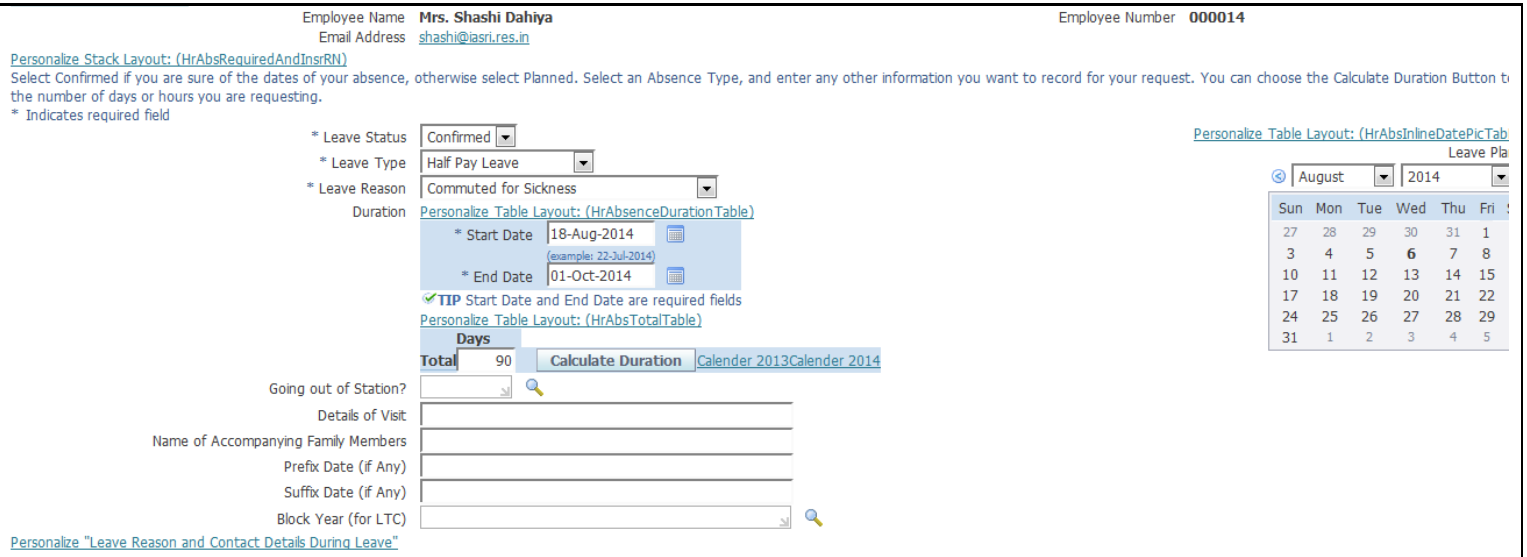
Enter Leave Type as Half Pay Leave.

Enter Leave Reason as Commuted for Child Adoption.

Enter Start Date and End Date.

Enter Contact Details.

Add any Attachment if any.


Employee Name Mrs. Shashi Dahiya
Employee Number 000014
Email Address shashi@iasri.res.in
Personalize Stack Layout: (HrAbsRequiredAndInsrRN)
Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button t
the number of days or hours you are requesting.
* Indicates required field
* Leave Status Confirmed
* Leave Type Half Pay Leave
* Leave Reason Commuted for Sickness
Duration
Personalize Table Layout: (HrAbsenceDurationTable)
* Start Date 18-Aug-2014
(example: 22-Jul-2014)
* End Date 01-Oct-2014
TIP Start Date and End Date are required fields
Personalize Table Layout: (HrAbsTotalTable)
Days
Total 90
Calculate Duration
Calender 2013Calender 2014
Going out of Station?
Details of Visit
Name of Accompanying Family Members
Prefix Date (if Any)
Suffix Date (if Any)
Block Year (for LTC)
Personalize Table Layout: (HrAbsInlineDatePicTab
Leave Pla
August
2014
Sun Mon Tue Wed Thu Fri
27 28 29 30 31 1
3 4 5 6 7 8
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 28 29
31 1 2 3 4 5
Personalize "Leave Reason and Contact Details During Leave"
Leave Reason and Contact Details During Leave
* Leave Reason and Contact Box
(89998890) Ram Nagar new Mumbai

1.5.14 Entering Half Pay Leave (Commuted for Child Adoption)

Click on Next

Review your changes which you applied.

Click on Submit.

Changes would be applied after clicking on Submit.

Absence Details

	Proposed
Leave Status	Confirmed
Leave Type	Half Pay Leave
Leave Reason	Commuted for Child Adoption
Start Date	01-Apr-2013
End Date	04-Apr-2013
Days	8

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Narwal, Shashi	HR People	1	Approver	Approved	

1.6 Running Joining Report

Click on ICAR Employee Self Service.

Click on Joining Report.

Click on Add when another page opens up.

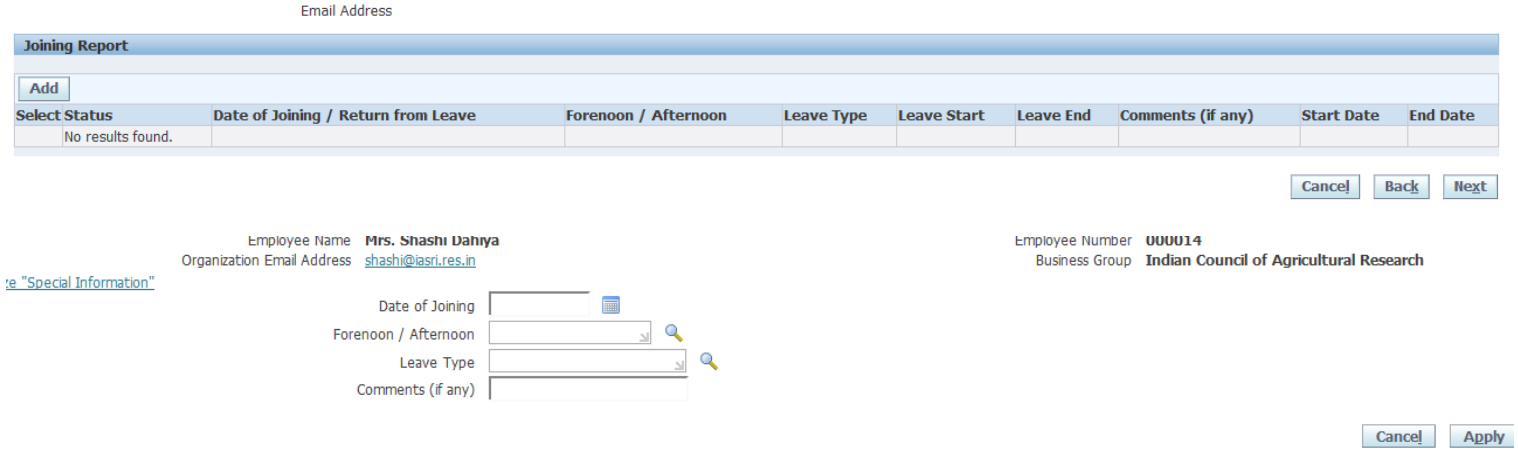
Enter Date of Joining/ Return from Leave.

Enter Forenoon/Afternoon.

Choose Leave type – Only Approved & Confirmed will come here
In case you are returning from Training etc. then choose Others

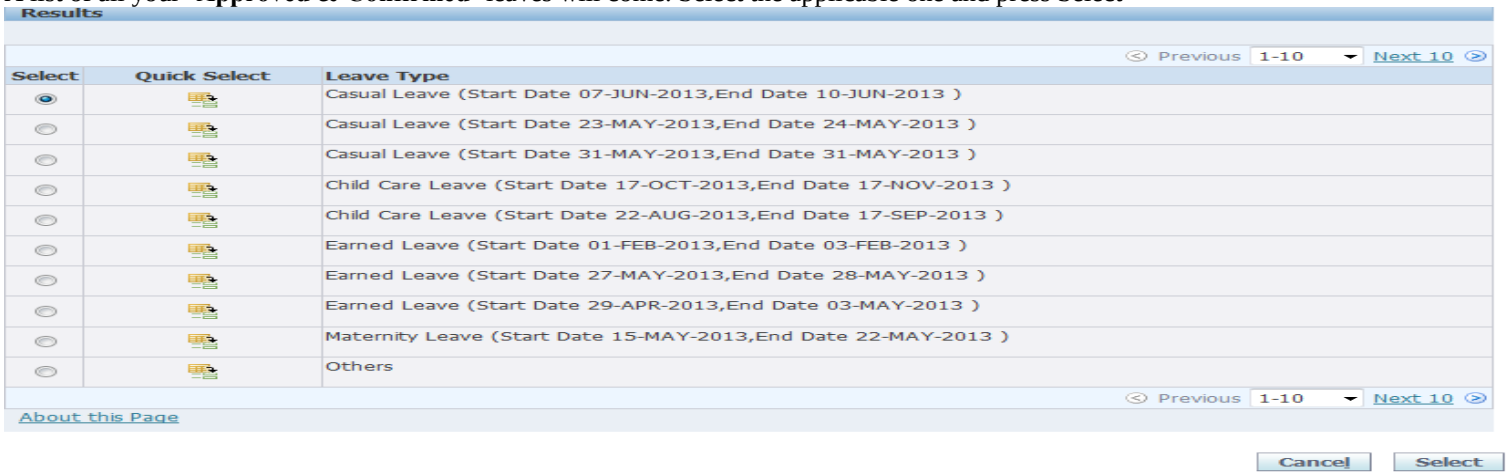
Start Date & End Date will only appear if you choose others. For leaves no need to enter start and end date

Enter Comments if any.



Click on the button next to Leave type. Another window will open. Click Go

A list of all your **'Approved & Confirmed'** leaves will come. Select the applicable one and press Select

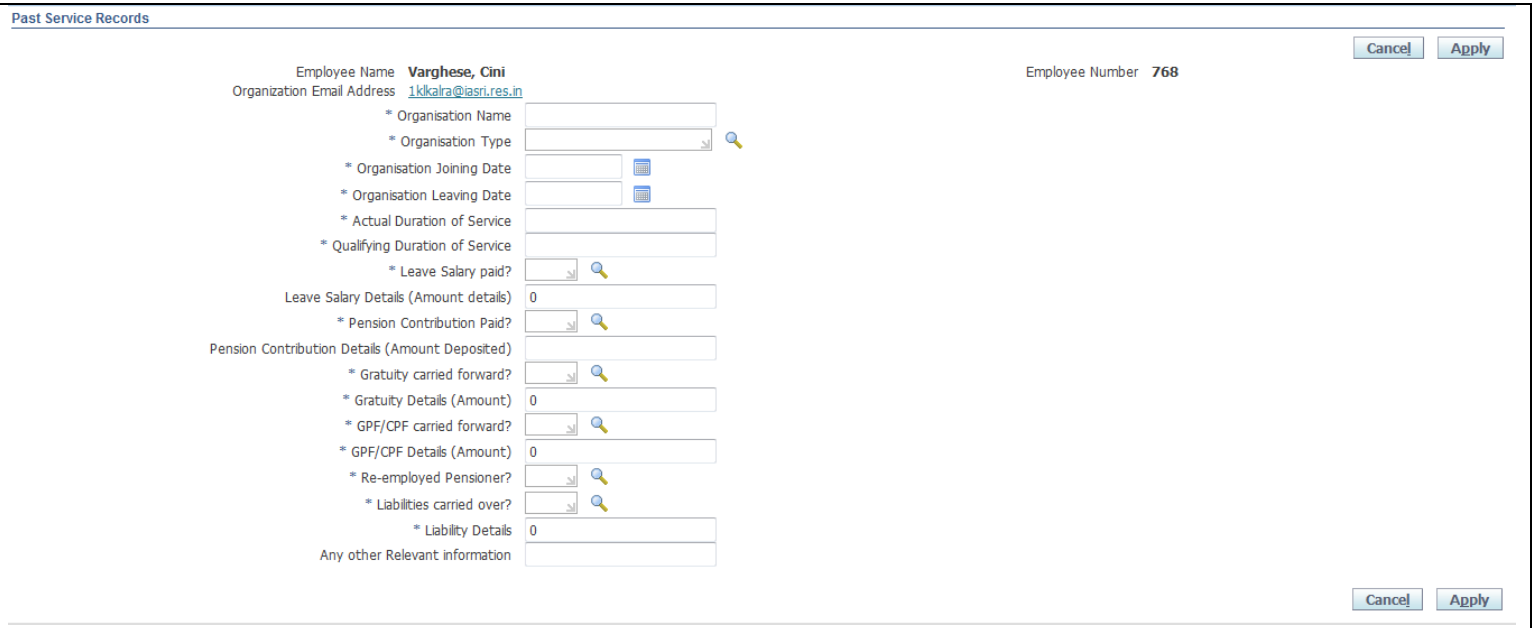

Results
Previous 1-10 Next 10
Select
Quick Select
Leave Type
Casual Leave (Start Date 07-JUN-2013,End Date 10-JUN-2013)
Casual Leave (Start Date 23-MAY-2013,End Date 24-MAY-2013)
Casual Leave (Start Date 31-MAY-2013,End Date 31-MAY-2013)
Child Care Leave (Start Date 17-OCT-2013,End Date 17-NOV-2013)
Child Care Leave (Start Date 22-AUG-2013,End Date 17-SEP-2013)
Earned Leave (Start Date 01-FEB-2013,End Date 03-FEB-2013)
Earned Leave (Start Date 27-MAY-2013,End Date 28-MAY-2013)
Earned Leave (Start Date 29-APR-2013,End Date 03-MAY-2013)
Maternity Leave (Start Date 15-MAY-2013,End Date 22-MAY-2013)
Others
Previous 1-10 Next 10
About this Page
Cancel
Select

After this click on Apply , Next and then Submit

Click on Apply and changes would be saved.	

1.7 Service Details prior to ICAR

Click on Service Details prior to ICAR (if any) Click on Add	Fill in the relevant details & click on Apply



Note: The system will automatically calculate the Actual Duration of Service

1.8 Pension Commutation Application

Click on Pension Commutation Application

Click on Add

Input value Yes or No or NA to the column and click apply

1.9 Entering Education and Qualifications through Self Service

Click on ICAR Employee Self Service.

Click on My Professional Details- > Educations and Qualifications.

Another Page will open.

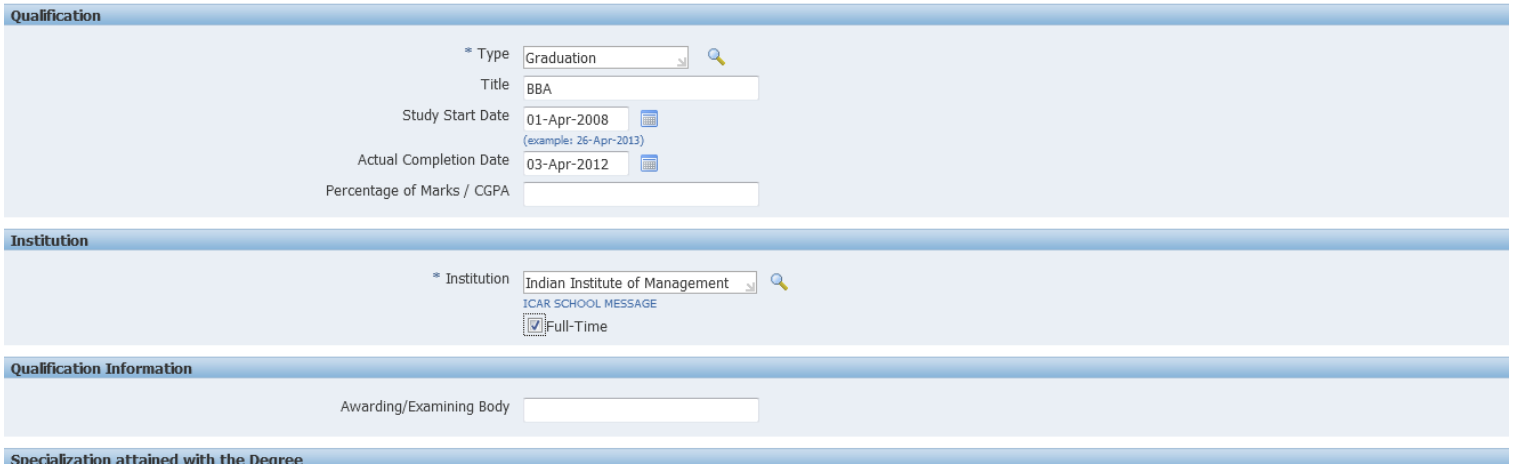
Enter Type of Qualification as Graduation, Doctorate, Matriculation, Others etc.

Enter Title of Qualification.

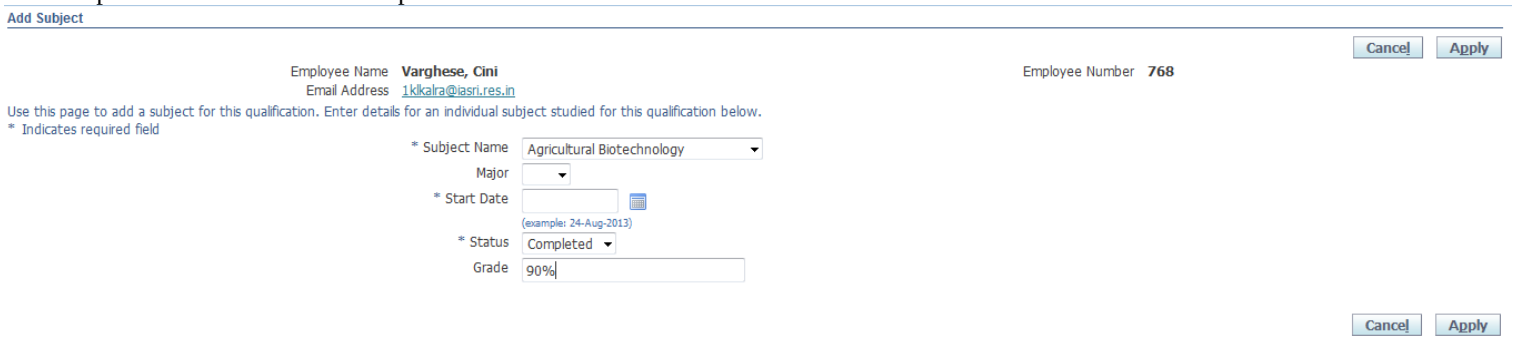
Enter Study Start Date as 'DD-MMM-YYYY'

Enter Actual Completion Date.

Enter Institution from List of Values.



To add specialisation Click on Add specialisation and choose from the list



Click on Apply. Follow same steps to add more specializations

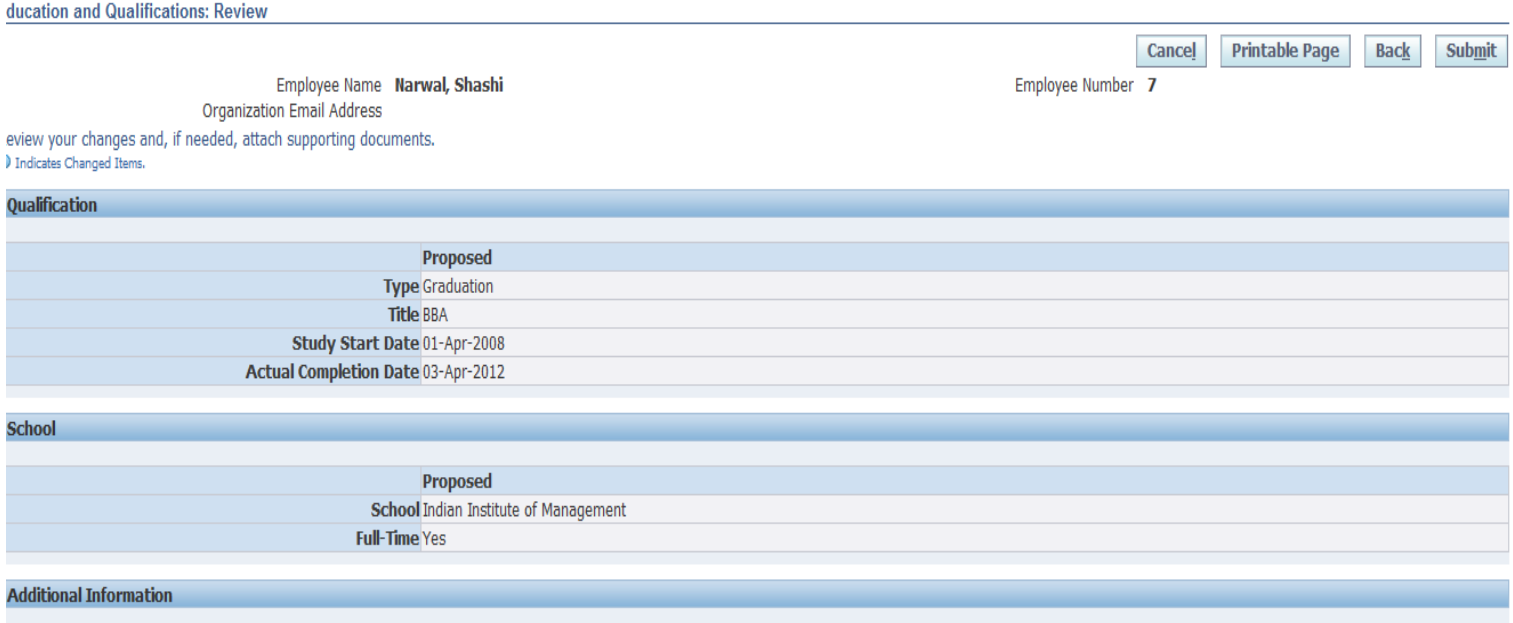
1.9.1 Submit Education and Qualifications

Click on Next.

Changes would be there.

After that click on Submit.

Changes would have been applied.

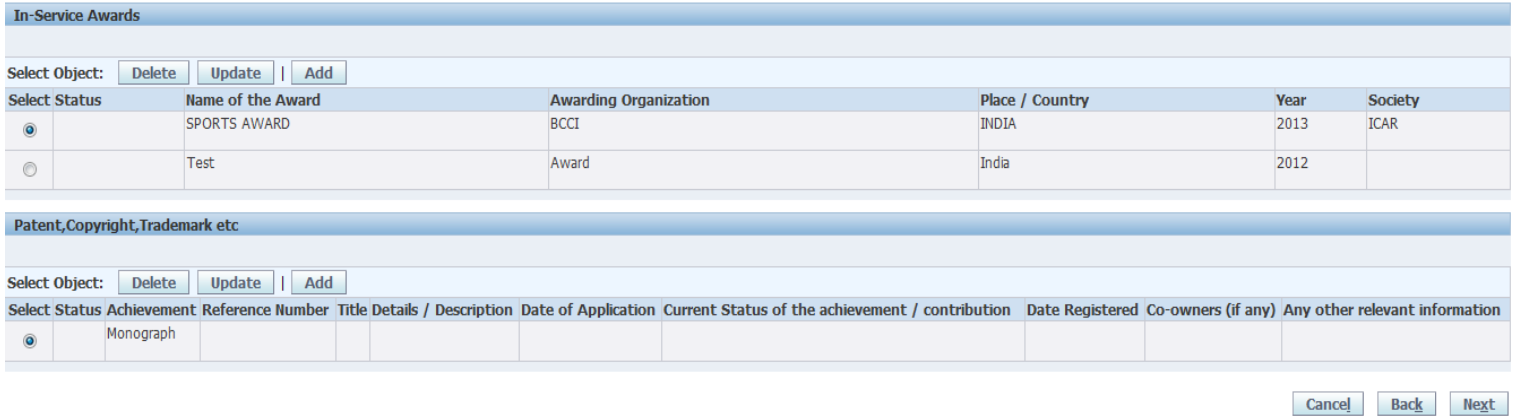


1.10 **Achievements**

Click on

This section is used to enter significant employee achievements and any publications which he/she would have contributed to

Achievements and Publications


In-Service Awards
Select Object: Delete Update | Add
Select Status Name of the Award Awarding Organization Place / Country Year Society
SPORTS AWARD BCCI INDIA 2013 ICAR
Test Award India 2012
Patent,Copyright,Trademark etc
Select Object: Delete Update | Add
Select Status Achievement Reference Number Title Details / Description Date of Application Current Status of the achievement / contribution Date Registered Co-owners (if any) Any other relevant information
Monograph
Cancel Back Next

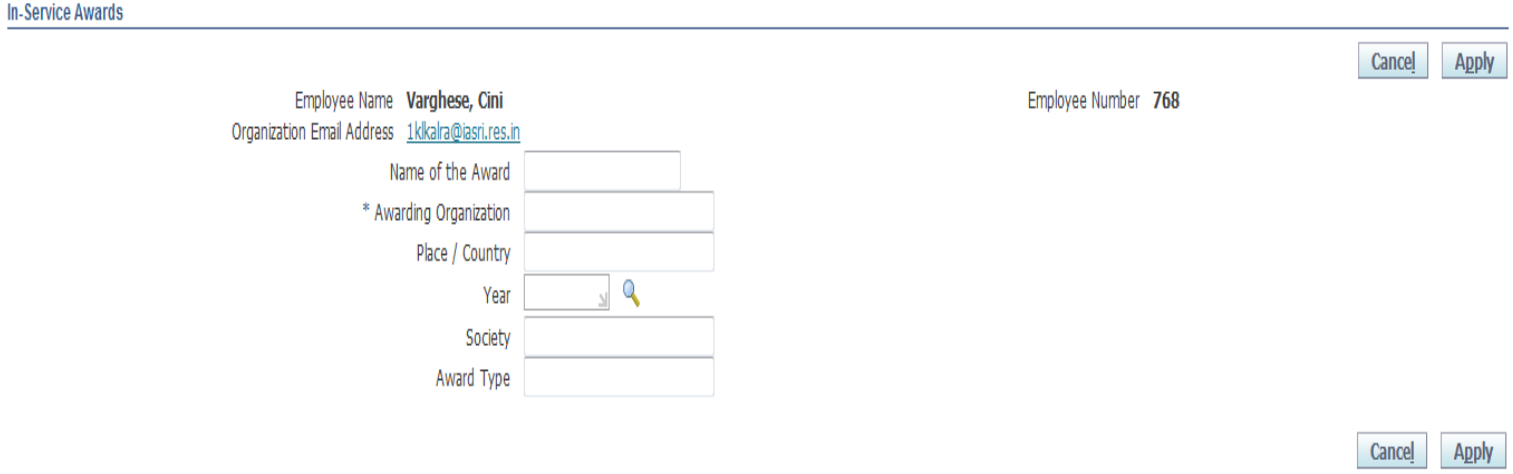
Click on Add button to add details
Click on Next and Submit to submit details for approval

1.10.1 Entering In Service Awards

Click on ICAR Employee Self Service -> Achievements and Publications.

Click on Add button

Add the relevant details and click on Apply



1.10.2 Entering Patent Copyright & Trademark Details

Click on Add.

Click on Achievement as Others, Trade mark, Royalty, Monograph etc.

Enter Reference Number.

Enter Title.

Enter Details/ Description.

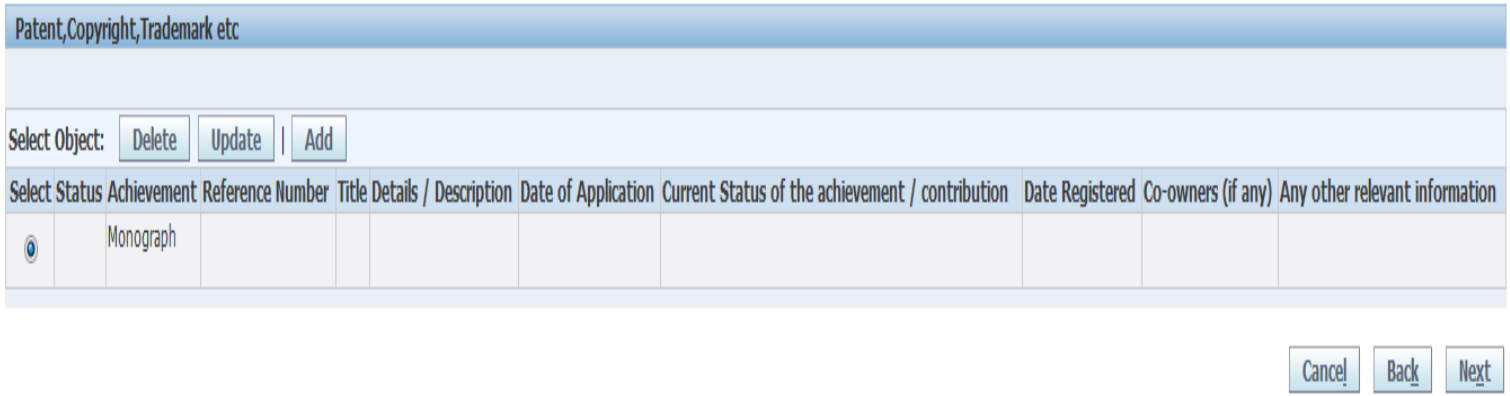
Enter Date of Application.

Enter Current Status of the Achievement.

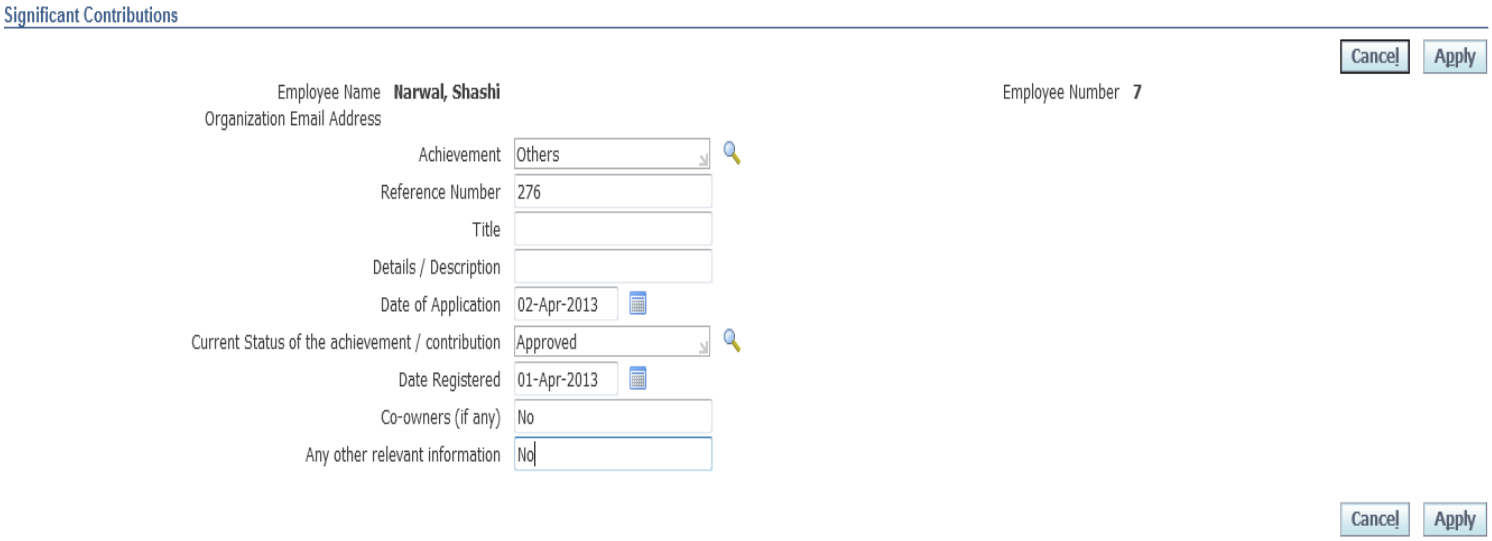
Enter Date Registered.

Enter Co-owners.

Enter any other relevant information



Click on Add and input Details



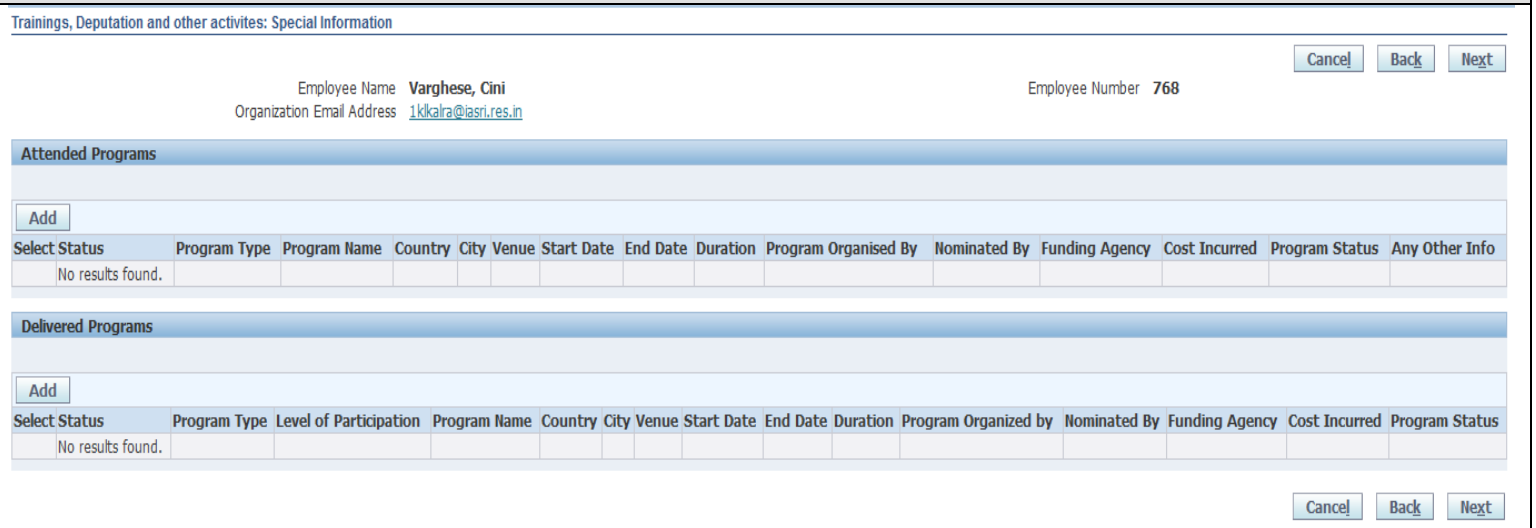
Once Details are entered click Apply

1.11 Trainings, Deputations and other activities

Click on

Trainings, Deputation and other activites

Click on Add under Employee Programs.


Trainings, Deputation and other activites: Special Information
Cancel
Back
Next
Employee Name Varghese, Cini
Employee Number 768
Organization Email Address 1klkalra@iasri.res.in
Attended Programs
Add
Select Status Program Type Program Name Country City Venue Start Date End Date Duration Program Organised By Nominated By Funding Agency Cost Incurred Program Status Any Other Info
No results found.
Delivered Programs
Add
Select Status Program Type Level of Participation Program Name Country City Venue Start Date End Date Duration Program Organized by Nominated By Funding Agency Cost Incurred Program Status
No results found.
Cancel
Back
Next

Note: Depending on whether you delivered the program or attended it . Please click on the relevant Add button

1.11.1 Delivered Programs

Click on Add

Another window will open and click on Program Type.

Enter Program type as Radio talks from drop down list.

Enter level of participation as attended, conducted, organized etc as applicable.

Enter Program Name.

Enter Venue.

Enter City

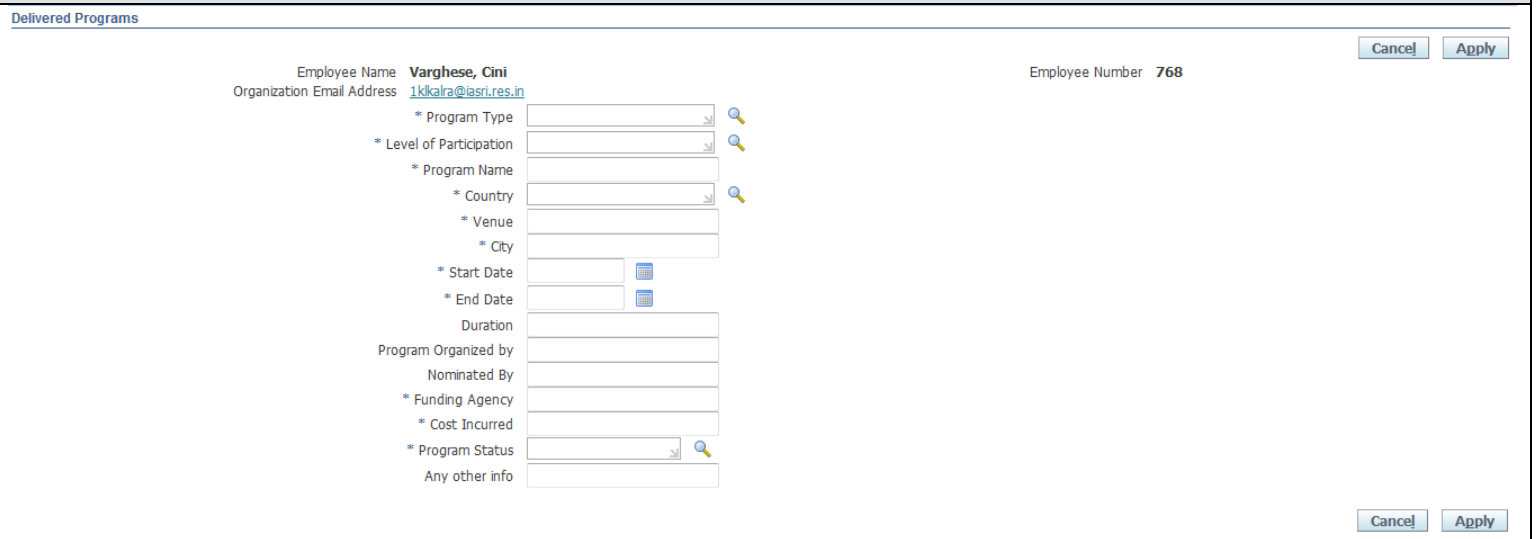
Enter Start Date as 'dd-mm-yyyy'

Enter End date as 'dd-mm-yyyy'.

Enter Duration.

Enter Program Conducted By.

Enter Approver.



Enter details and click Apply.

Note: the columns marked with a star* are mandatory and you have to fill them else the system wont allow you to submit

1.11.2 Attended Programs

Click on Add

Another window will open and click on Program Type.

Enter Program type as Radio talks from drop down list.

Enter Program Name.

Enter Venue.

Enter City

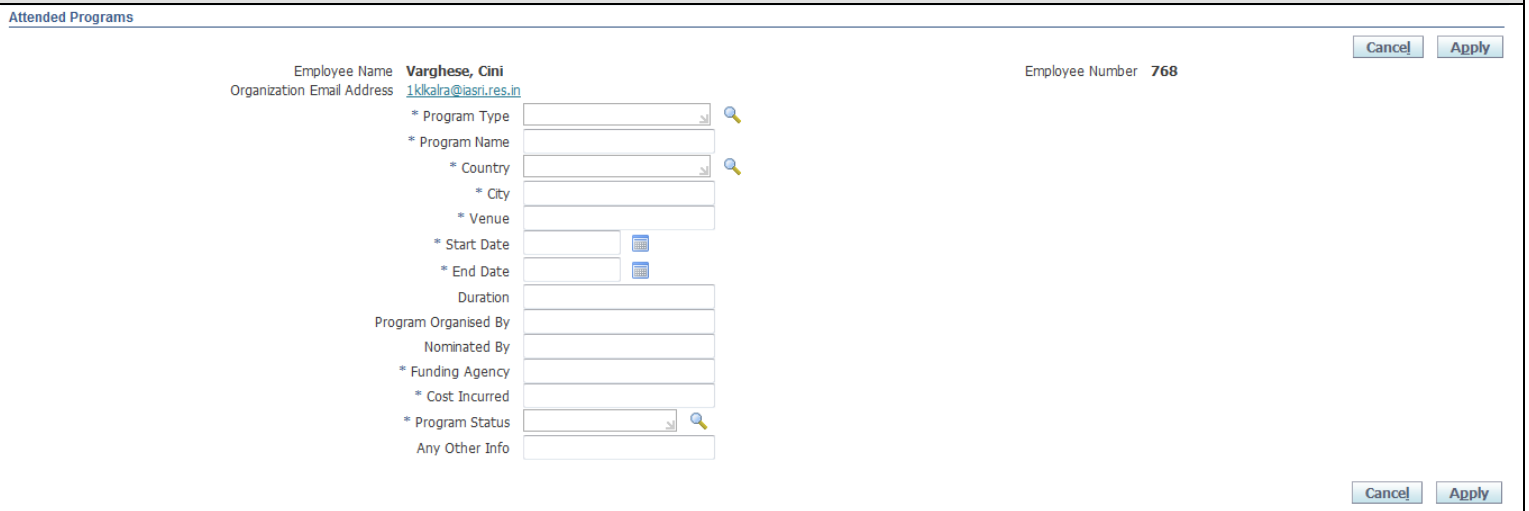
Enter Start Date as DD-MMM-YYYY

Enter End date as DD-MMM-YYYY

Enter Duration.

Enter Program Conducted By.

Enter Approver.



Enter details and click Apply.

Note: The columns marked with a star* are mandatory and you have to fill them else the system wont allow you to submit

1.12 **Scientist Proforma Related Entries**

Click on Scientist Proforma Related Entries

Click on the appropriate Add button depending on what detail you want to add

Scientists can enter their Proforma related entries from the screens.

Extension of Work

Add

Select	Status	Extension Details	Title of Technology	Methods Adopted	Year	Duration
	No results found.					

Inter-Institutional Projects

Add

Select	Status	PI / Co-PI	Title	Institutions	Year	Duration	Amount	Funding Agency
	No results found.							

Leadership initiatives for RMP

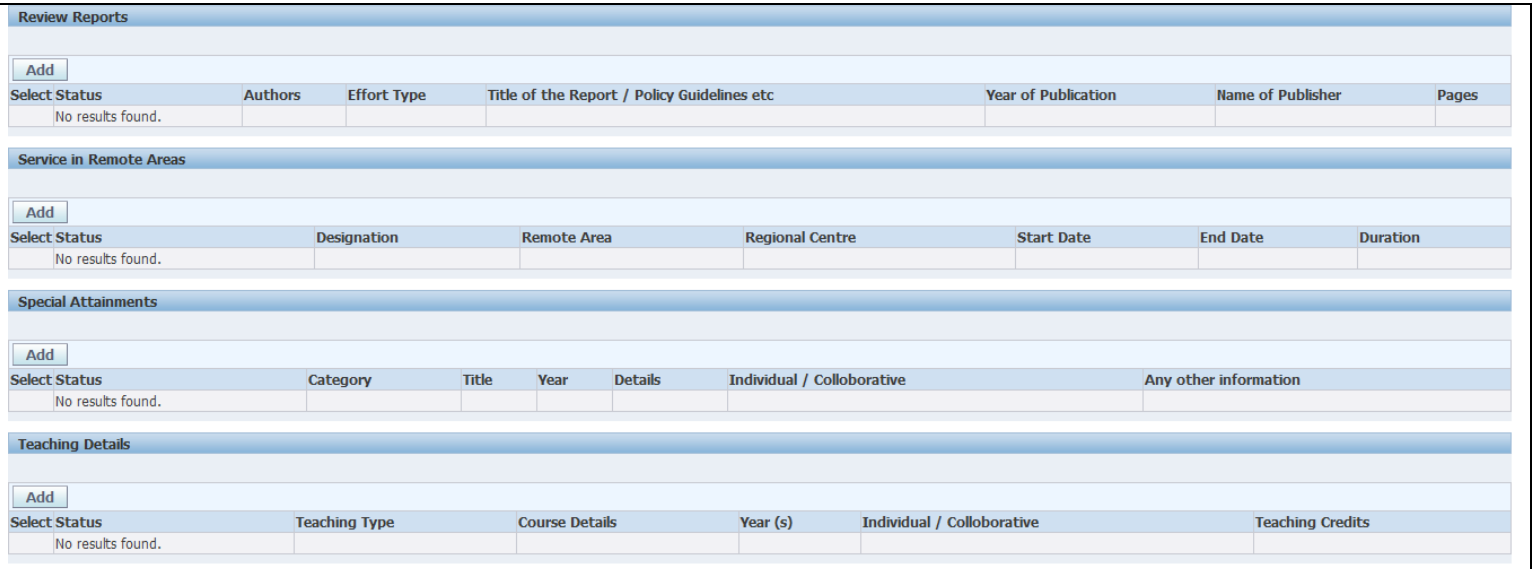
Add

Select	Status	Experience related to the post advertised	Duration	Institution / Organization	Activity	Numbers / Funds / Awards	States / National / International	Projects / Technologies etc	Outcome	Contribution to growth allocation	Award Details	Any other information
	No results found.											

Project Management

Add

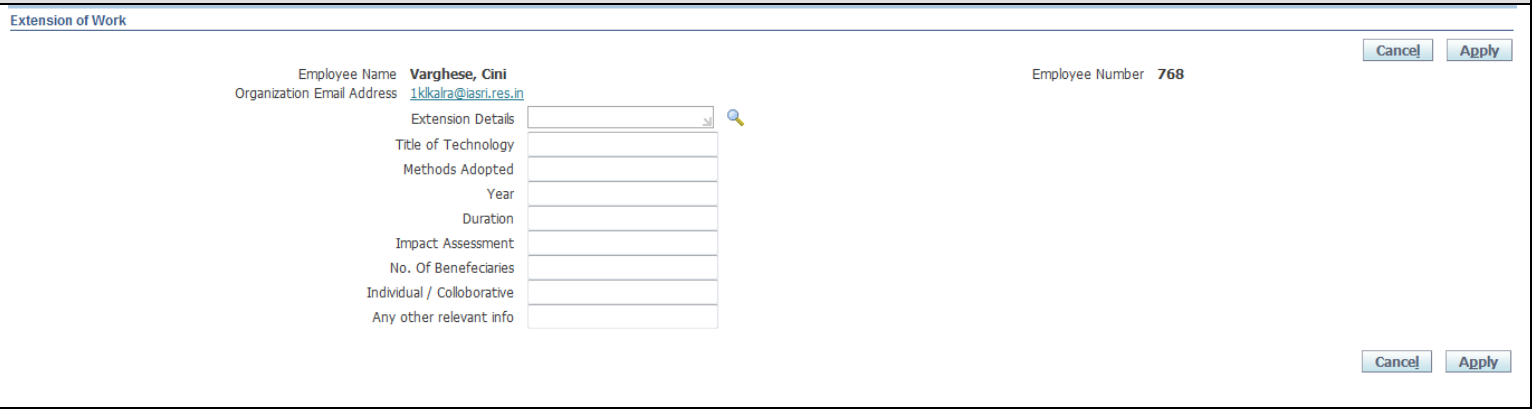
Select	Status	Type of Project Activity	Project Type	Nature of Management / Co-ordination	Type of Activity	Nature of Participation	Any other relevant information
	No results found.						


Review Reports
Add
Select Status | Authors | Effort Type | Title of the Report / Policy Guidelines etc | Year of Publication | Name of Publisher | Pages
No results found.
Service in Remote Areas
Add
Select Status | Designation | Remote Area | Regional Centre | Start Date | End Date | Duration
No results found.
Special Attainments
Add
Select Status | Category | Title | Year | Details | Individual / Colloborative | Any other information
No results found.
Teaching Details
Add
Select Status | Teaching Type | Course Details | Year (s) | Individual / Colloborative | Teaching Credits
No results found.

After details have been added click Next and Submit

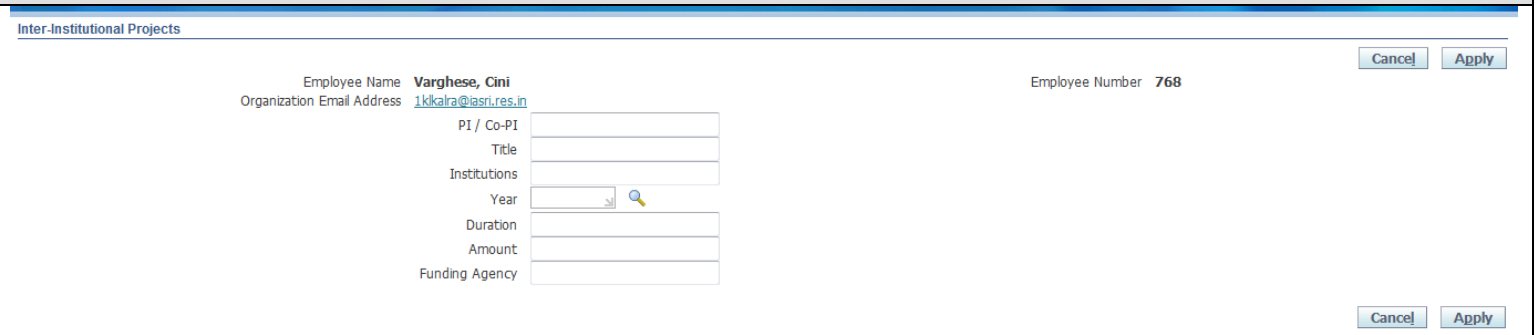
1.12.1 Extension of Work

Add details as required and press Apply



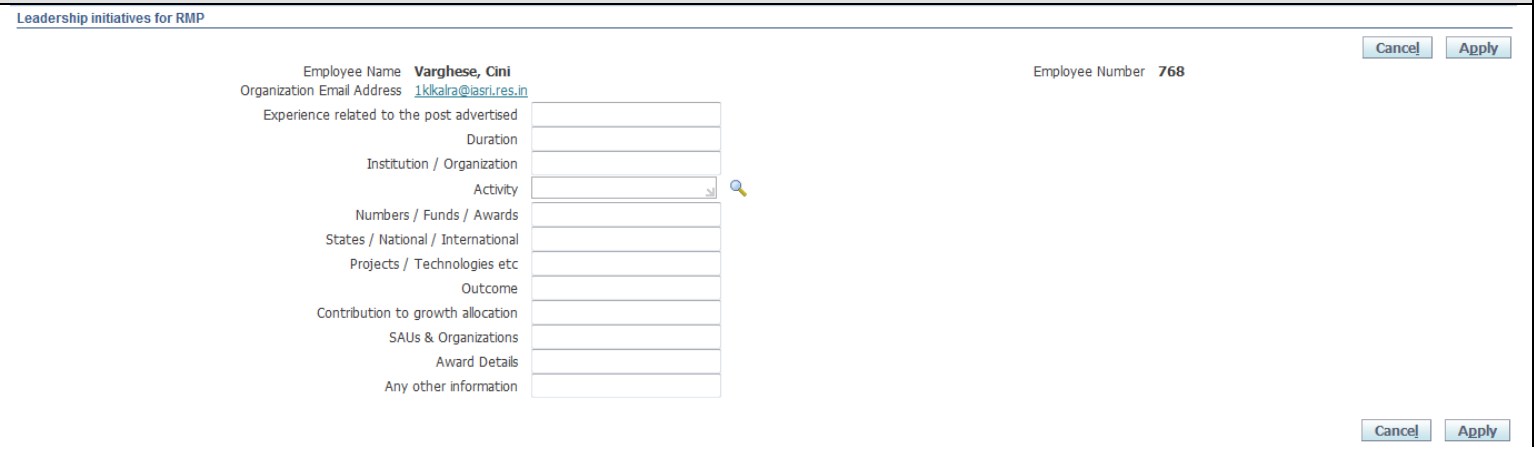
1.12.2 Inter-Institutional Projects

Add details as required and press Apply



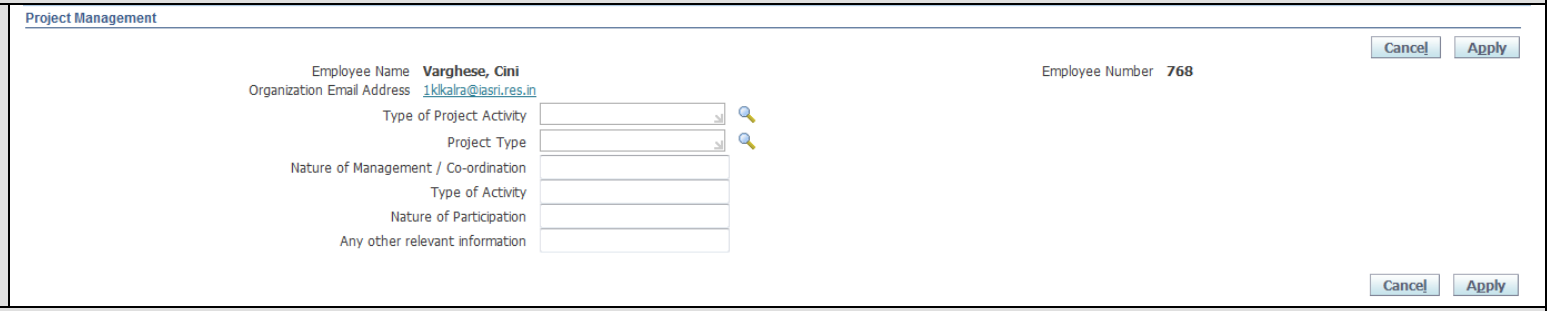
1.12.3 Leadership Initiatives for RMP

Add details as required and press Apply



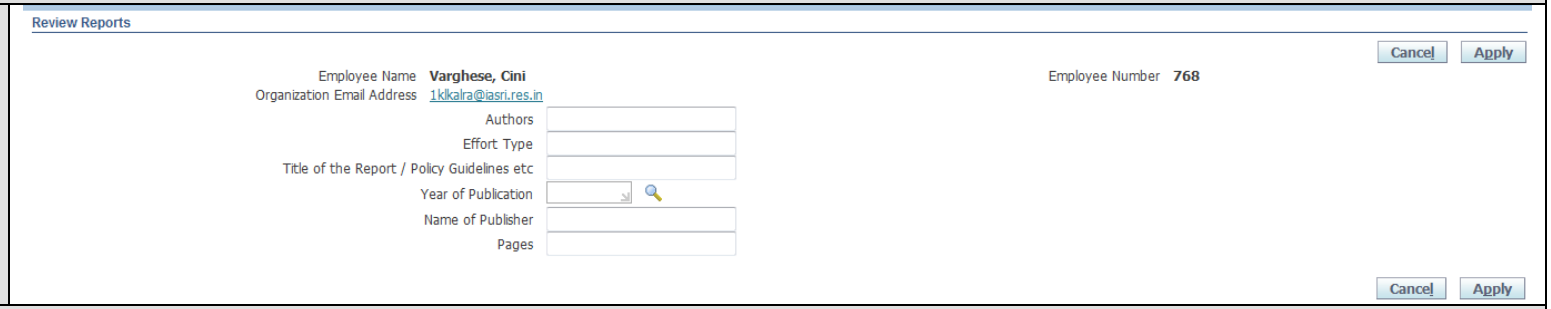
1.12.4 Project Management

Add details as required and press Apply



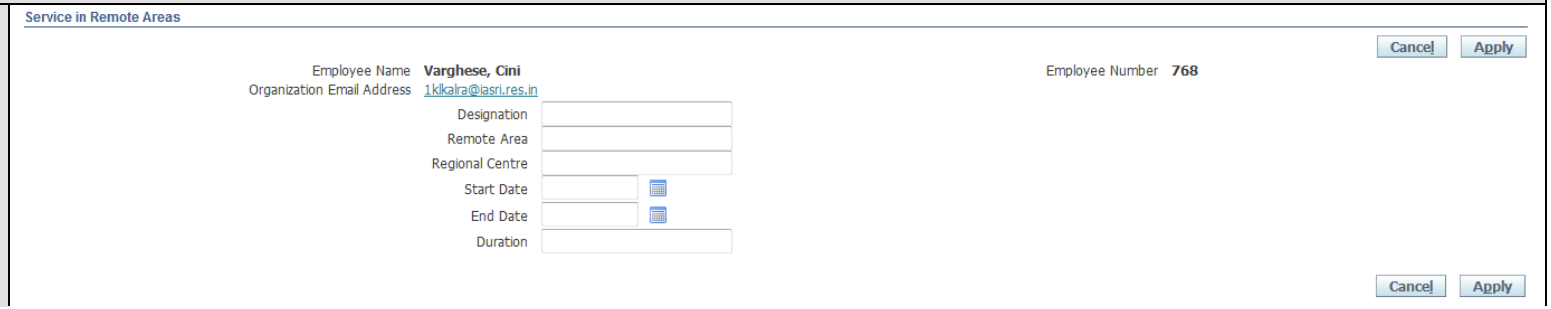
1.12.5 Review Reports

Add details as required and press Apply



1.12.6 Service in Remote Areas

Add details as required and press Apply

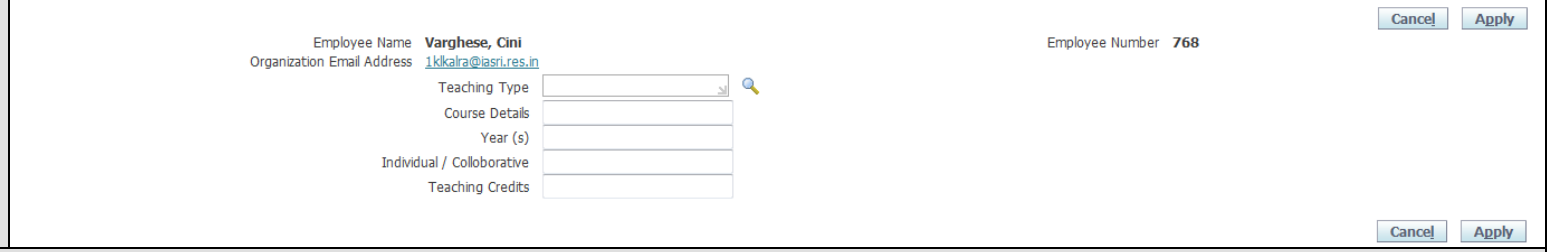


1.12.7 Special Attainments

Add details as required and press Apply

1.12.8 Teaching Details

Add details as required and press Apply



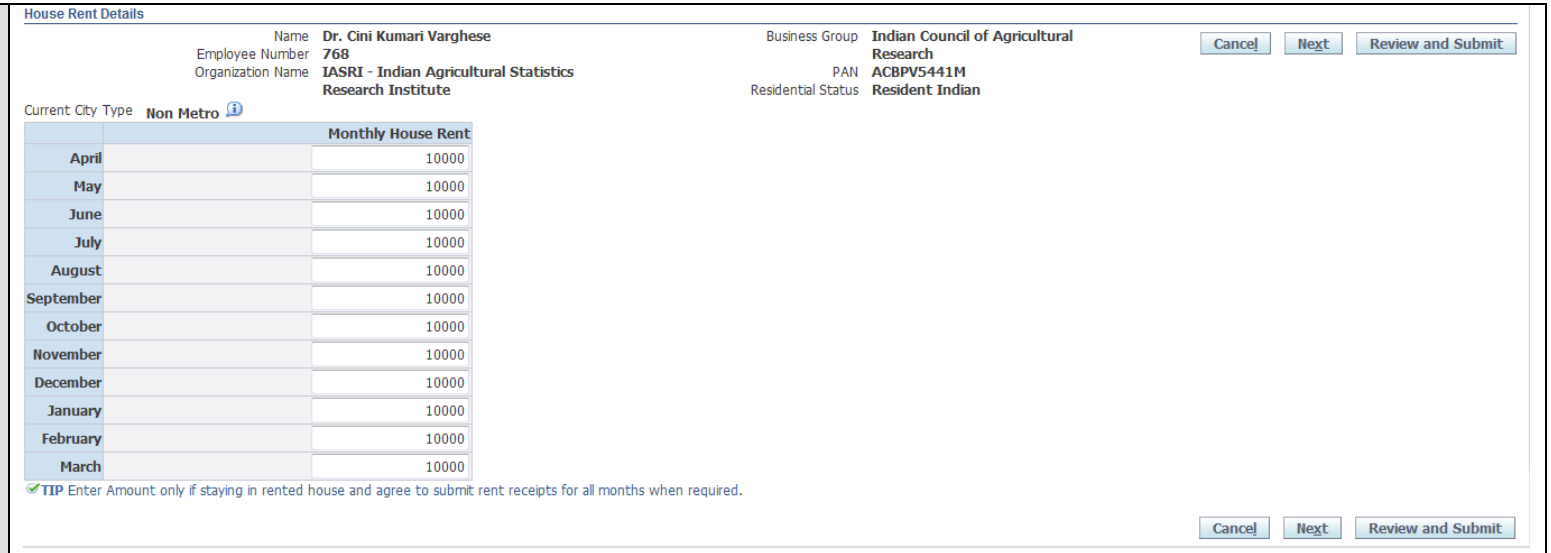
1.13 **Annual Tax Declaration**

Click on Annual Tax Declaration

Tax Declaration
Name Dr. Cini Kumari Varghese
Employee Number 768
Organization Name IASRI - Indian Agricultural Statistics Research Institute
Business Group Indian Council of Agricultural Research
PAN ACBPV5441M
Residential Status Resident Indian
TIP All values must be entered in INR
View Current Declaration
Tasks
Last Updated
Action
House Rent Details
18-May-2013
Deductions under Chapter VI A
18-May-2013
Other Income
18-May-2013
TIP Please submit hardcopies of all the Income Tax Proofs to DDO by Oct of the current year otherwise Liability of Income Tax will be increased in the subsequent Payroll Periods.
Please go through the following instructions carefully before making the declaration
Enter all the fields carefully, as it impacts salary and income tax calculations.
Original house rent receipts for all the months (individually) are required, in case of any change in house rent.
You have to submit proofs for the declared amount in January.
You cannot change your declaration for the current tax year after January.
Revised declarations done before the cutoff date (20th of every month) would be considered immediately for the payroll run.
Changes to the declaration will take effect only after pressing 'Submit' during Review.

Click on the Appropriate action Button and fill details

House Rent Details



Deductions under Chapter VIA

Investments under Section 80CCE

Serial Number	Investment Type	Investment Amount	Delete
1	Notified Deposit Scheme	4600	
2	Public Sector Scheme	800	

Add Another Row

Life Insurance Premium

Serial Number	Policy Start Date	Policy Number	Premium Paid	Sum Assured	Delete
1	01-May-2013	ABC22	1000	30000	

Add Another Row

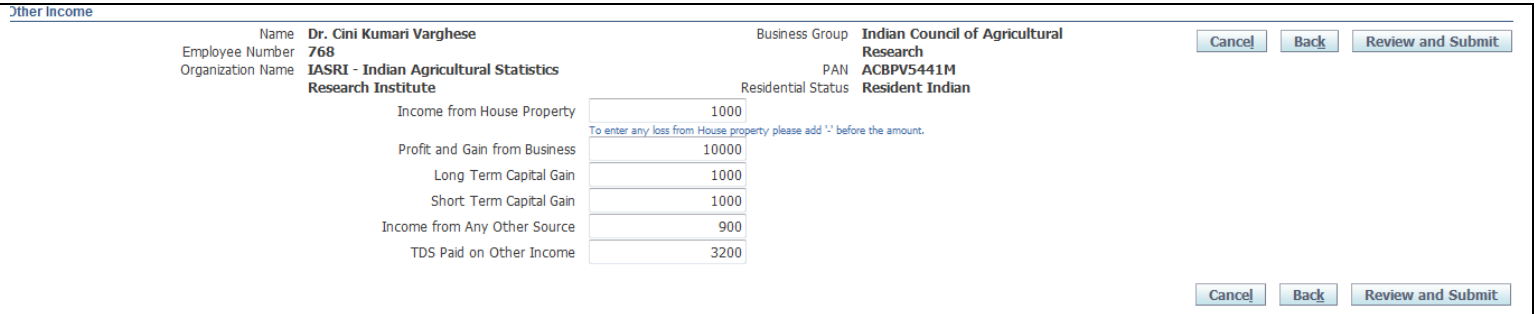
Medical Insurance Premium (80D)

Premium Amount: 0
Preventive Health Checkup:
Premium Covers Senior Citizen: No
Premium for Parents:
Preventive Health Checkup for Parents:
Parent Senior Citizen: No

Specified Diseases Treatment (80DDB)

Treatment Amount:
Treatment Covers Senior Citizen: No

Other Income


Other Income
Name Dr. Cini Kumari Varghese
Employee Number 768
Organization Name IASRI - Indian Agricultural Statistics Research Institute
Business Group Indian Council of Agricultural Research
PAN ACBPV5441M
Residential Status Resident Indian
Cancel
Back
Review and Submit
Income from House Property 1000
To enter any loss from House property please add '-' before the amount.
Profit and Gain from Business 10000
Long Term Capital Gain 1000
Short Term Capital Gain 1000
Income from Any Other Source 900
TDS Paid on Other Income 3200
Cancel
Back
Review and Submit

Click Review and Submit

Note : For details refer Payroll user Manual

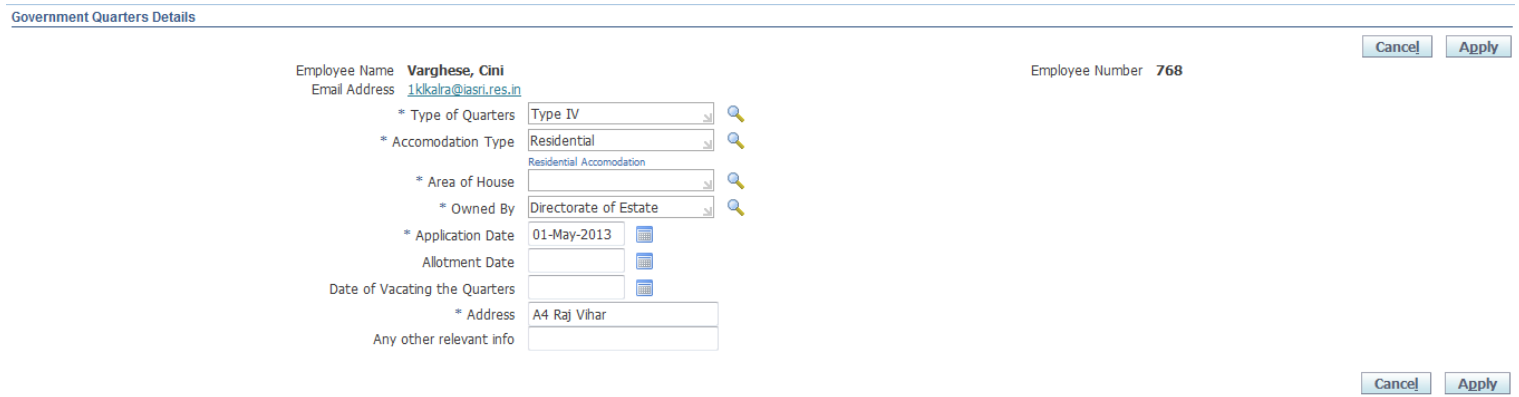
1.14 Pay Slip

Click on My Payslip	This will open all your previous pay slips for periods where payroll run has occurred

1.15 Government Quarter Details

Click on Government Quarters

Click on Add



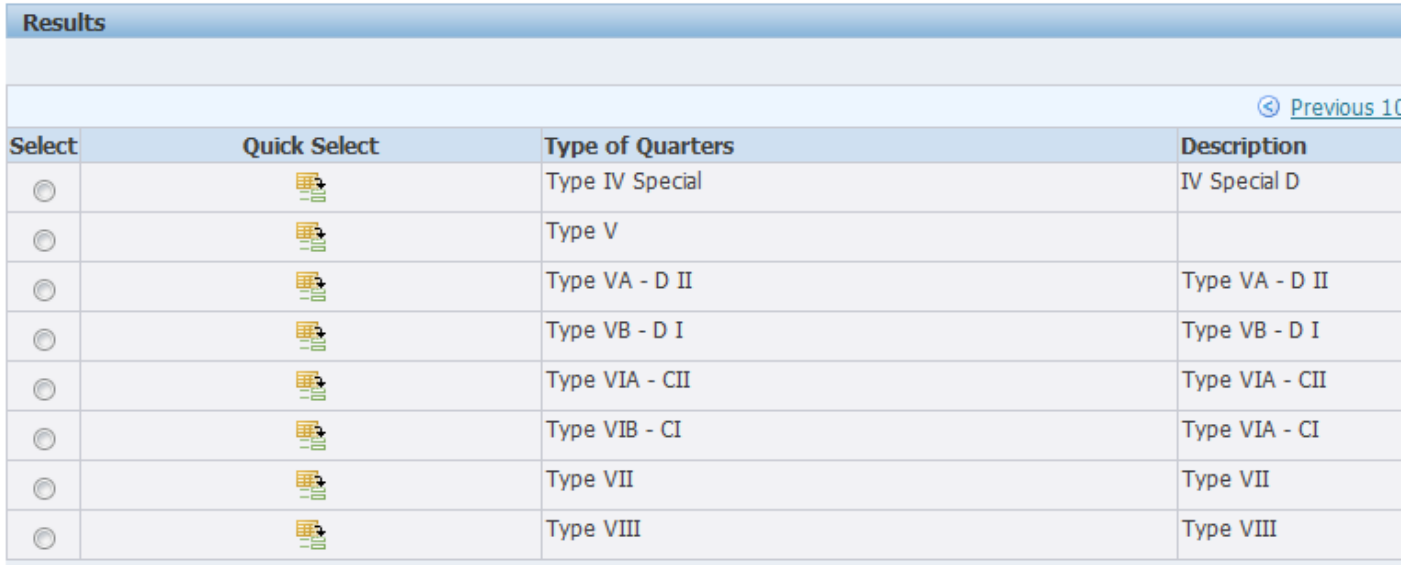
Click on Apply and Submit

Type of Quarter can be any of the following

Results

Previc

Select	Quick Select	Type of Quarters	Description
○		Double Room with Kitchen	Double Room with Kitchen
○		Single Suite Hostel w/o Kitchen	Single Suite Hostel without Kitchen
○		Single Suite Hostel with Kitchen	Single Suite Hostel with Kitchen
○		Type I - Old Qtr. Plinth less than 300 sqft	Type -1 -Old Qtr Plinth less than 300 sq
○		Type I - Old Qtr. Plinth more than 300 sqft	Type -1 - Old Qtr. Plinth more than 300
○		Type I - Toilet share more than 2 qtr	Type -1-Toilet share more than 2 qtr
○		Type I -Toilet share equal to 2 qtr	Type -1-Toilet share equal to 2 qtr
○		Type II	
○		Type III	
○		Type IV	



1.16 **Property Declaration**

Click on IASRI Employee Self Service

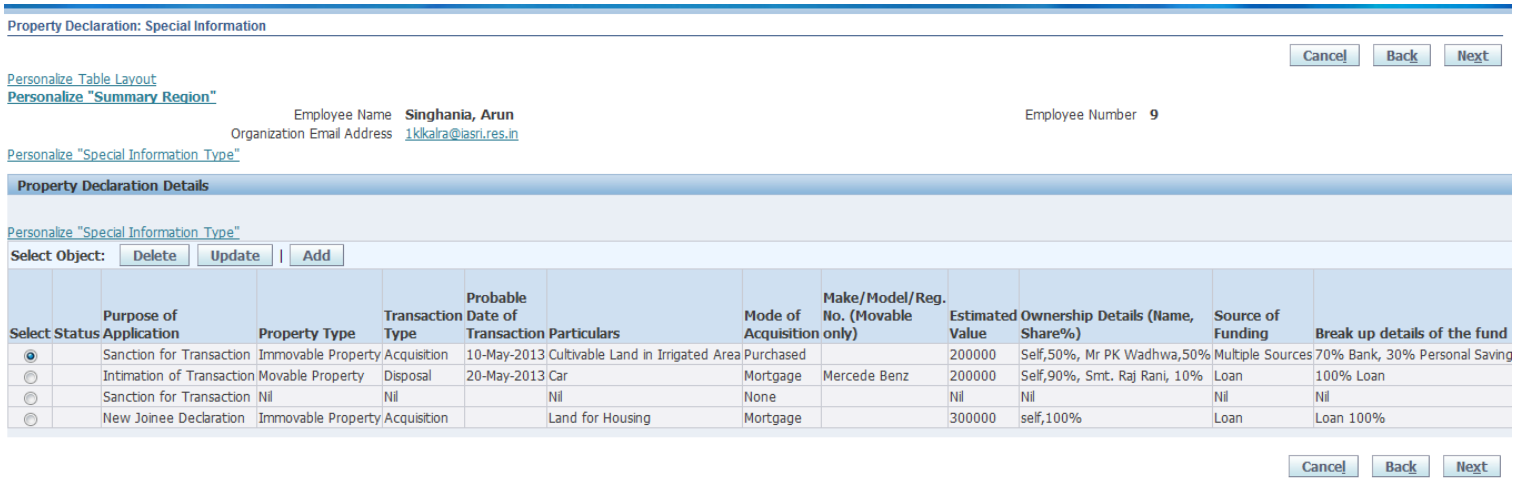
Click on Property Declaration

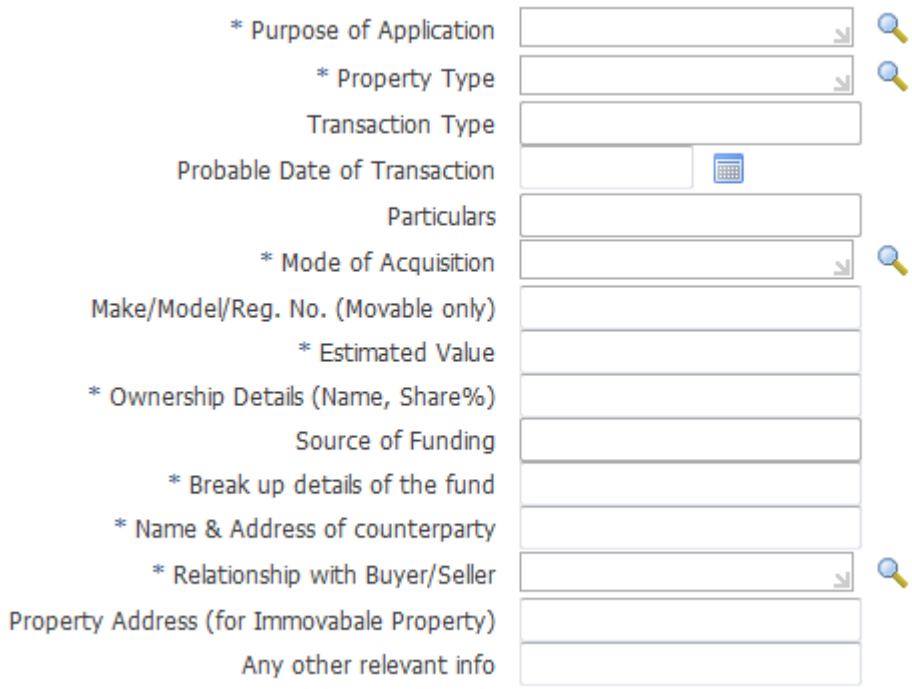
Click on Add

Enter Purpose of Application – Intimation or Sanction or New Joinee Declaration

Choose Property Type

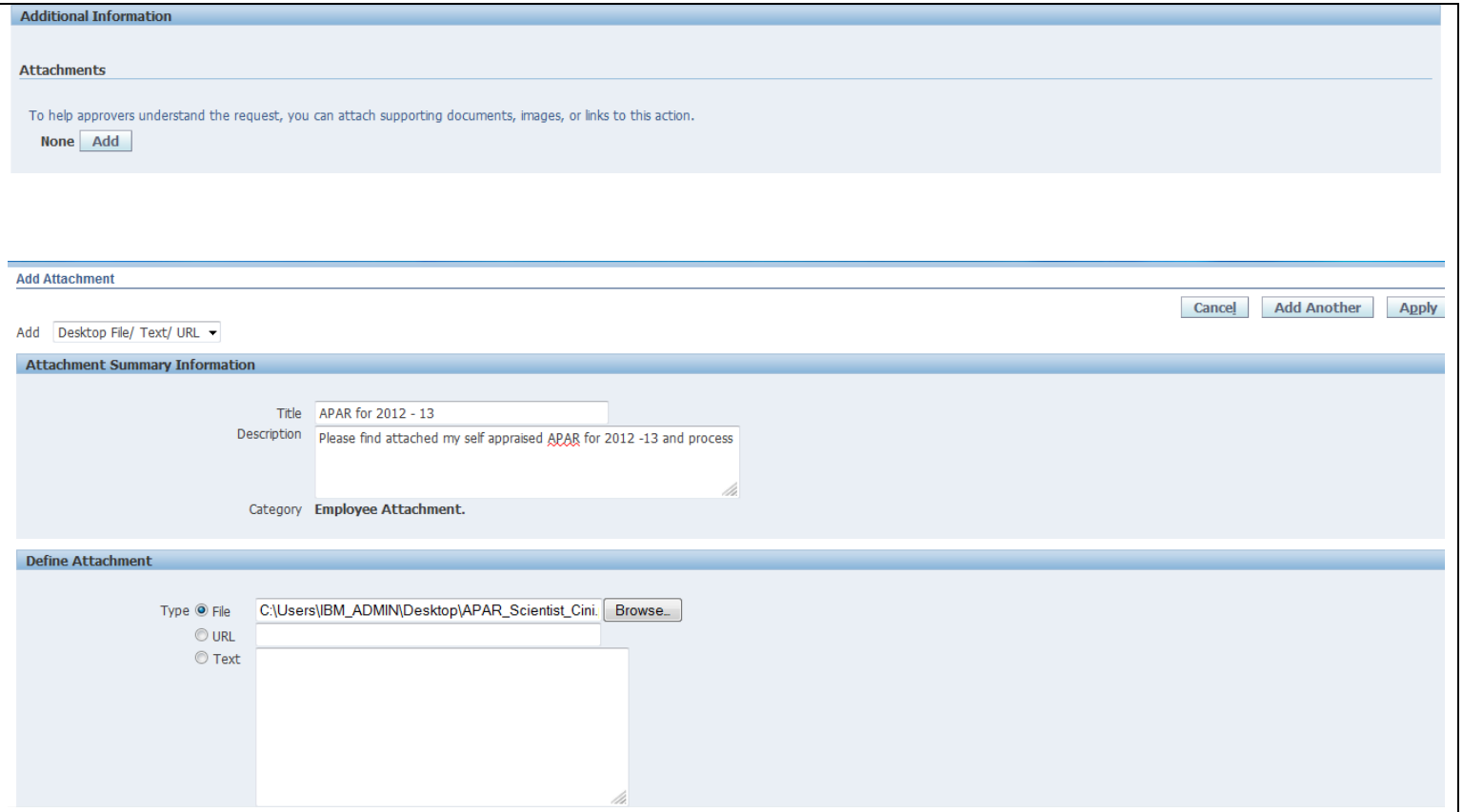
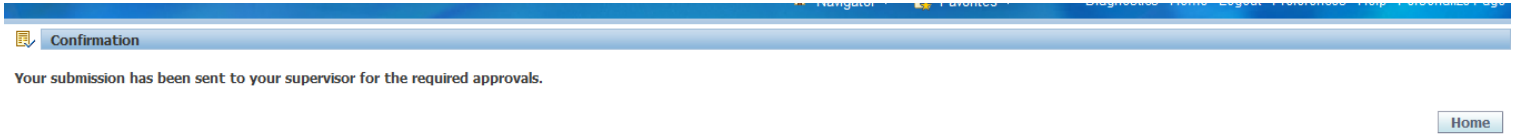
Choose Transaction Type

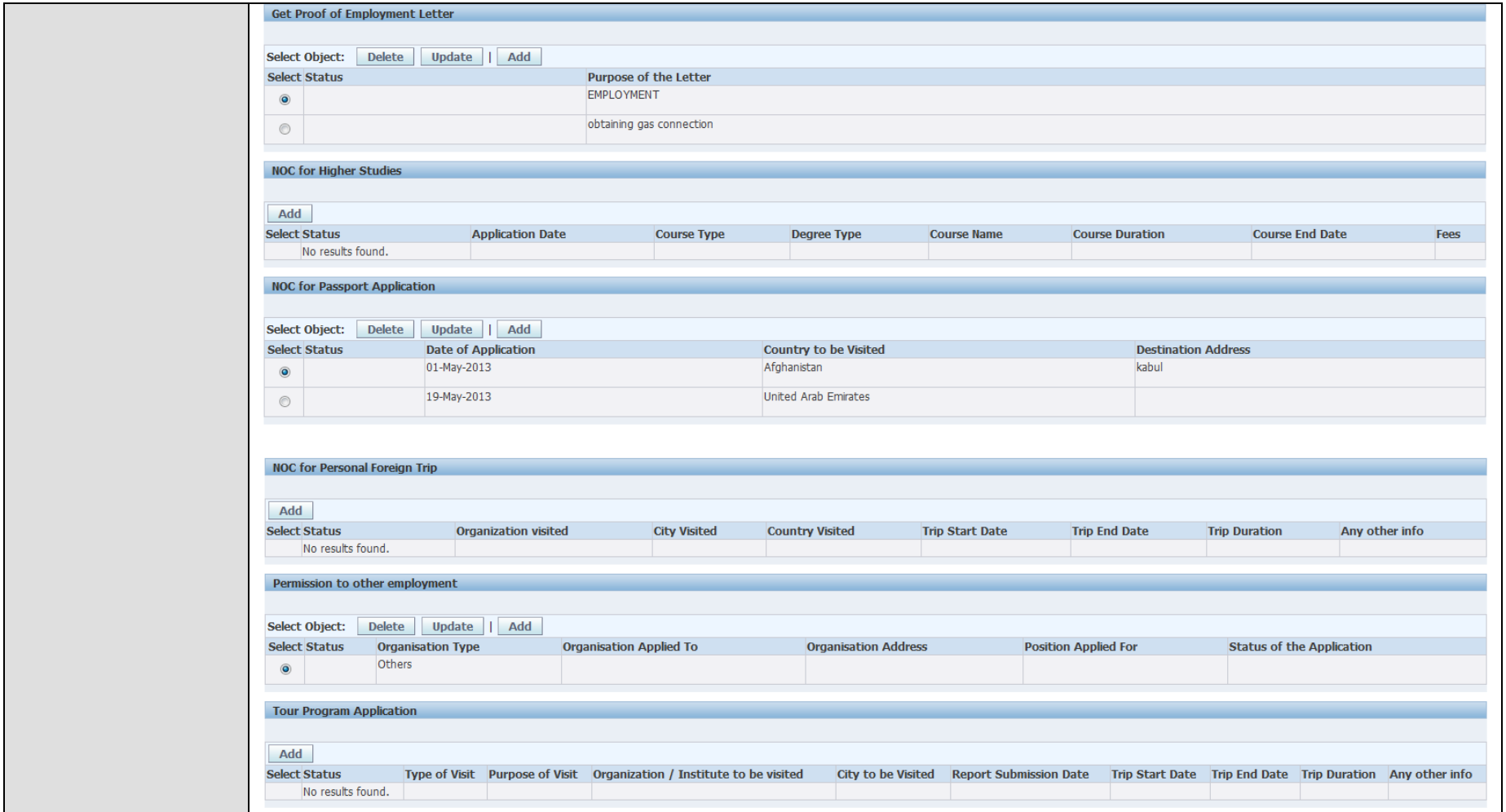


Enter all other details and click on Apply Submit the transaction	

1.17 Submitting Individual Annual Performance Appraisal Report (APAR)

Click on Annual Performance Appraisal Report Click on Add Choose Review Period Click on Apply	Note: - These steps are to be carried out after you have filled your self-appraisal in the requisite format and saved the file on your system.

Click on Next In the Attachment Section Click on Add and Fill in Details of Attachment Summary Information Click Browse and Attach file Click on Apply Click on Submit Your APAR is then sent to your supervisor for ratings	 Click on Apply & Submit 
1.18 NOC's & Applications	
Click on NOCs & Applications	There are several items which will appear. Click Add button with respect to your requirement



Get Proof of Employment Letter

Select Object: Delete | Update | Add

Select	Status	Purpose of the Letter
◉		EMPLOYMENT
○		obtaining gas connection

NOC for Higher Studies

Add

Select	Status	Application Date	Course Type	Degree Type	Course Name	Course Duration	Course End Date	Fees
	No results found.							

NOC for Passport Application

Select Object: Delete | Update | Add

Select	Status	Date of Application	Country to be Visited	Destination Address
◉		01-May-2013	Afghanistan	kabul
○		19-May-2013	United Arab Emirates	

NOC for Personal Foreign Trip

Add

Select	Status	Organization visited	City Visited	Country Visited	Trip Start Date	Trip End Date	Trip Duration	Any other info
	No results found.							

Permission to other employment

Select Object: Delete | Update | Add

Select	Status	Organisation Type	Organisation Applied To	Organisation Address	Position Applied For	Status of the Application
◉		Others				

Tour Program Application

Add

Select	Status	Type of Visit	Purpose of Visit	Organization / Institute to be visited	City to be Visited	Report Submission Date	Trip Start Date	Trip End Date	Trip Duration	Any other info
	No results found.									

Click on Next
Click on Submit

1.18.1 Permission to Other Employment

Another window will open and Enter Application Date as 'dd-mm-yyyy'.

Enter Organization Type as Public Sector; Private Sector etc as applicable.

Enter Organization Applied to.

Enter Organization Address.

Enter Position Applied for.

Enter Status of application as Accepted or Rejected as applicable.

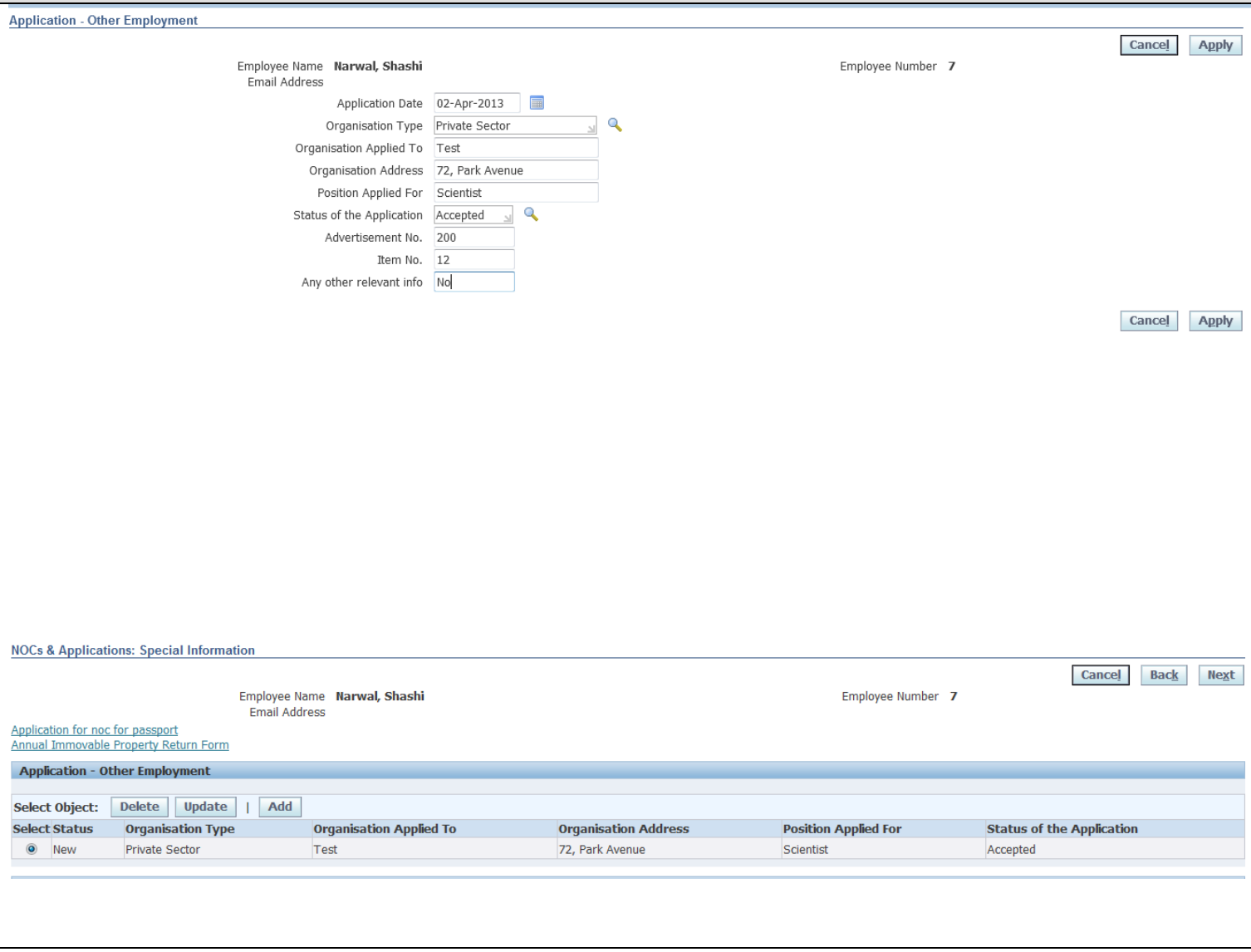
Enter Advertisement No.

Enter Item No.

Enter Any Other Relevant info.

Click on Apply.

Review changes you have applied.
Click on Submit



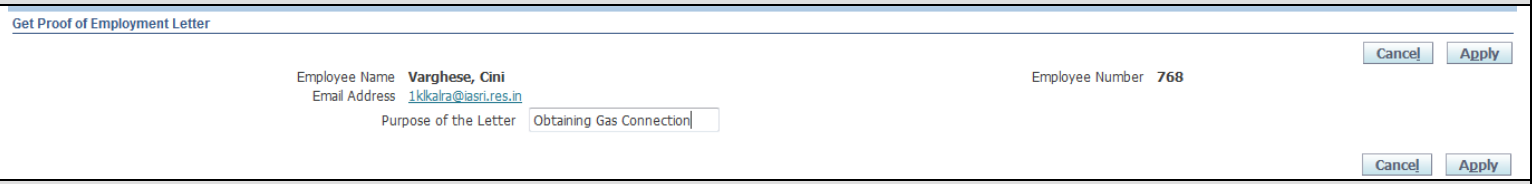
.	

1.18.2 Get Proof of Employment Letter

Click on Add Button

Fill In the Details

Click Apply

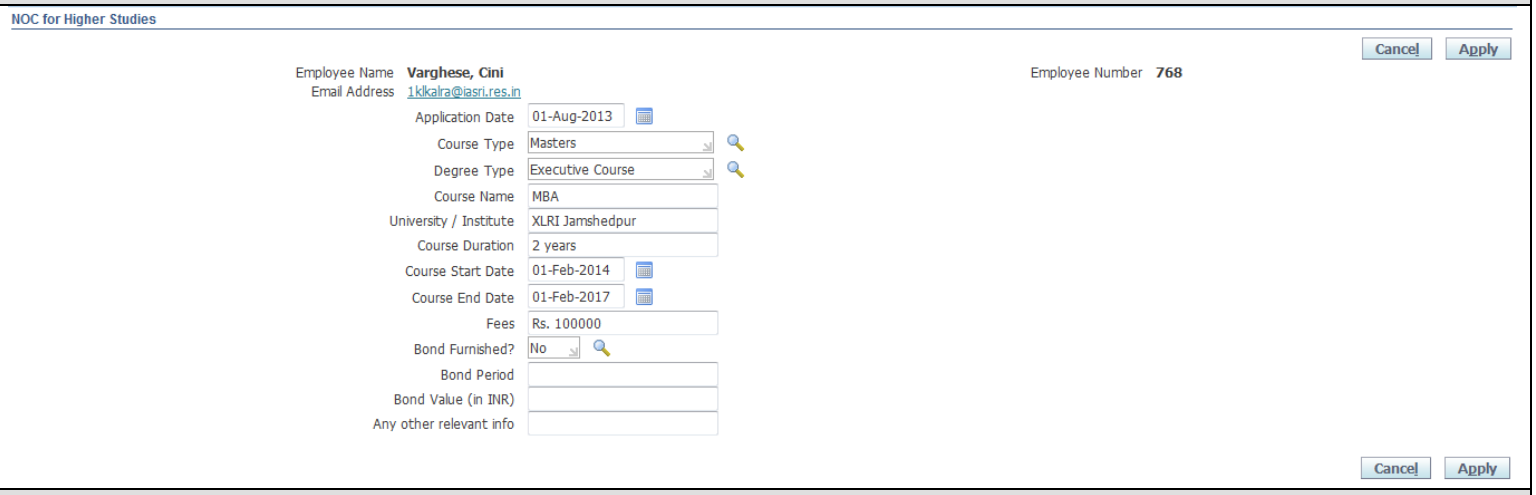


1.18.3 NOC for Higher Studies

Click on Add Button

Fill In the Details

Click Apply



1.18.4 NOC for Personal Foreign Trip

Click on Add Button

Fill In the Details

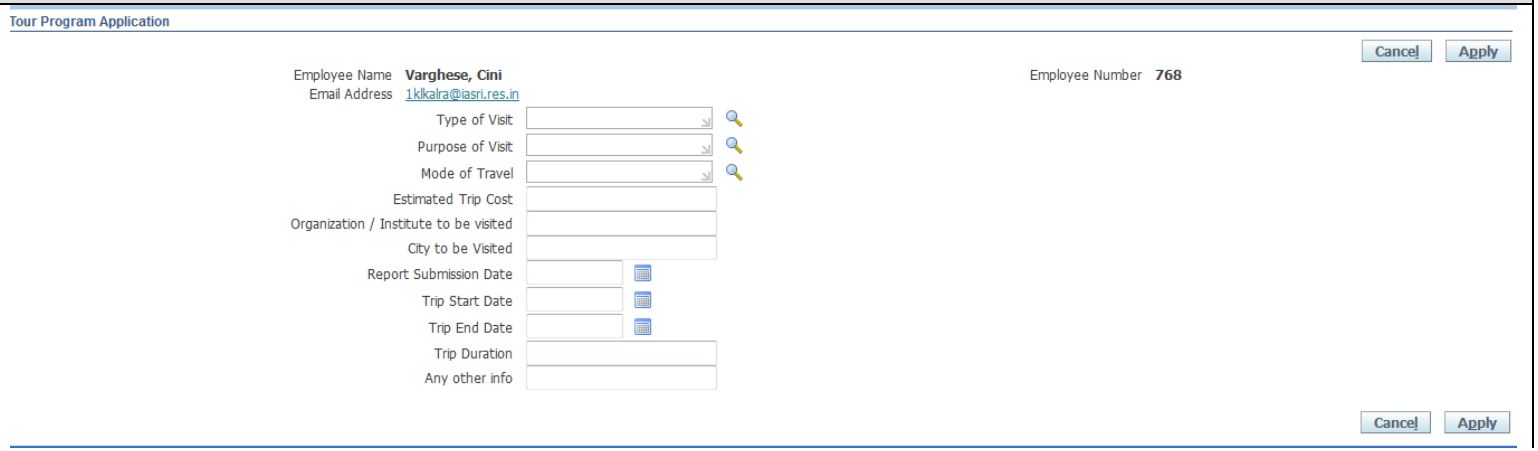
Click Apply

1.18.5 Tour Program Application

Click on Add Button

Fill In the Details

Click Apply



1.18.6 Entering NOC for Passport Application

Click on NOC,Higher Education and Other Employment Application.

Click on Add under NOC for Passport Application.

Another window will open and Enter Application Date as 'dd-mm-yyyy'.

Enter Application Type

Enter Country to be visited.

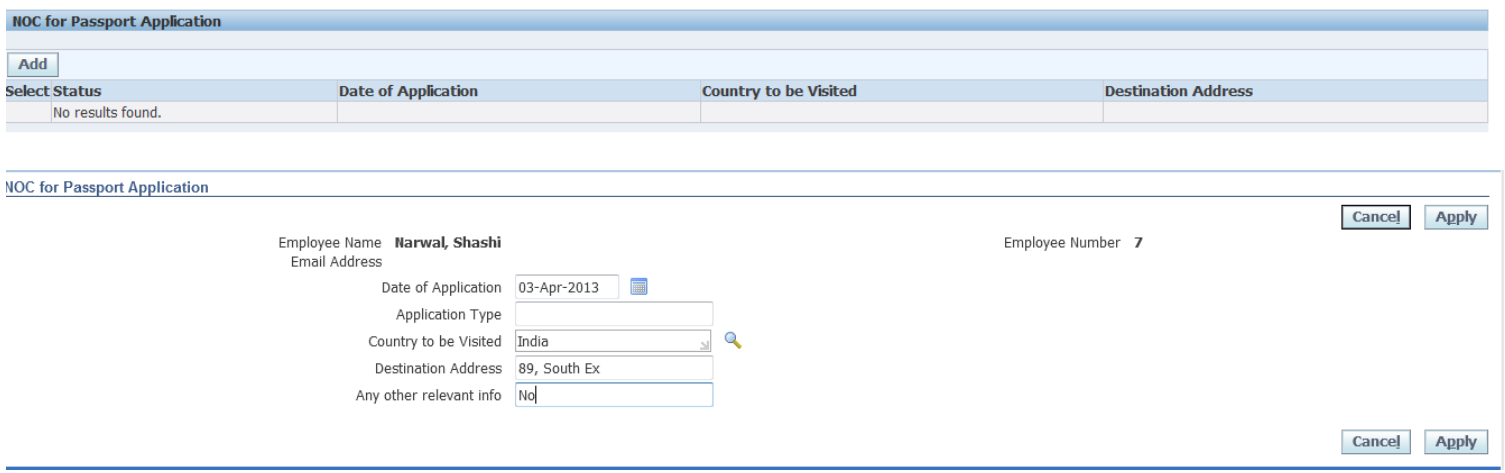
Enter Destination Address.

Enter Any Other Relevant Info.

Enter Start date as 'dd-mm-yyyy'

Enter End Date as 'dd-mm-yyyy'.

Click On Apply.



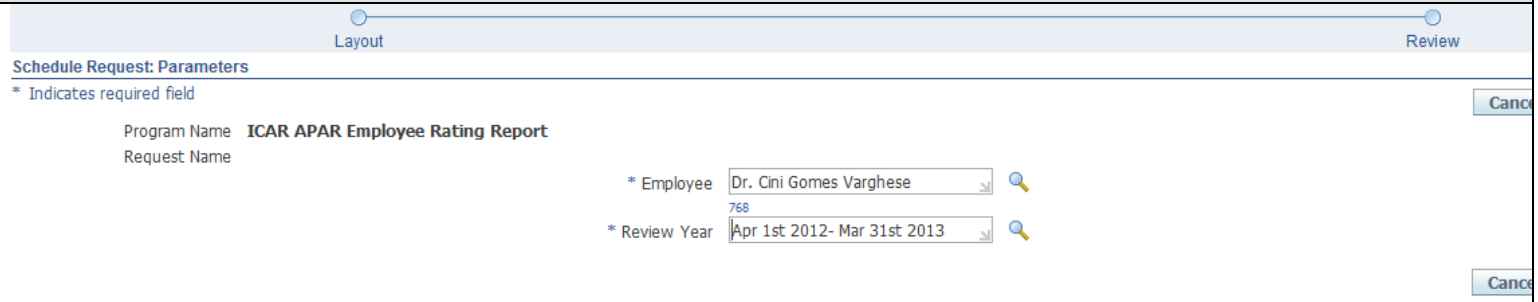
1.19 View APAR Ratings

Click on View APAR Ratings

Insert details

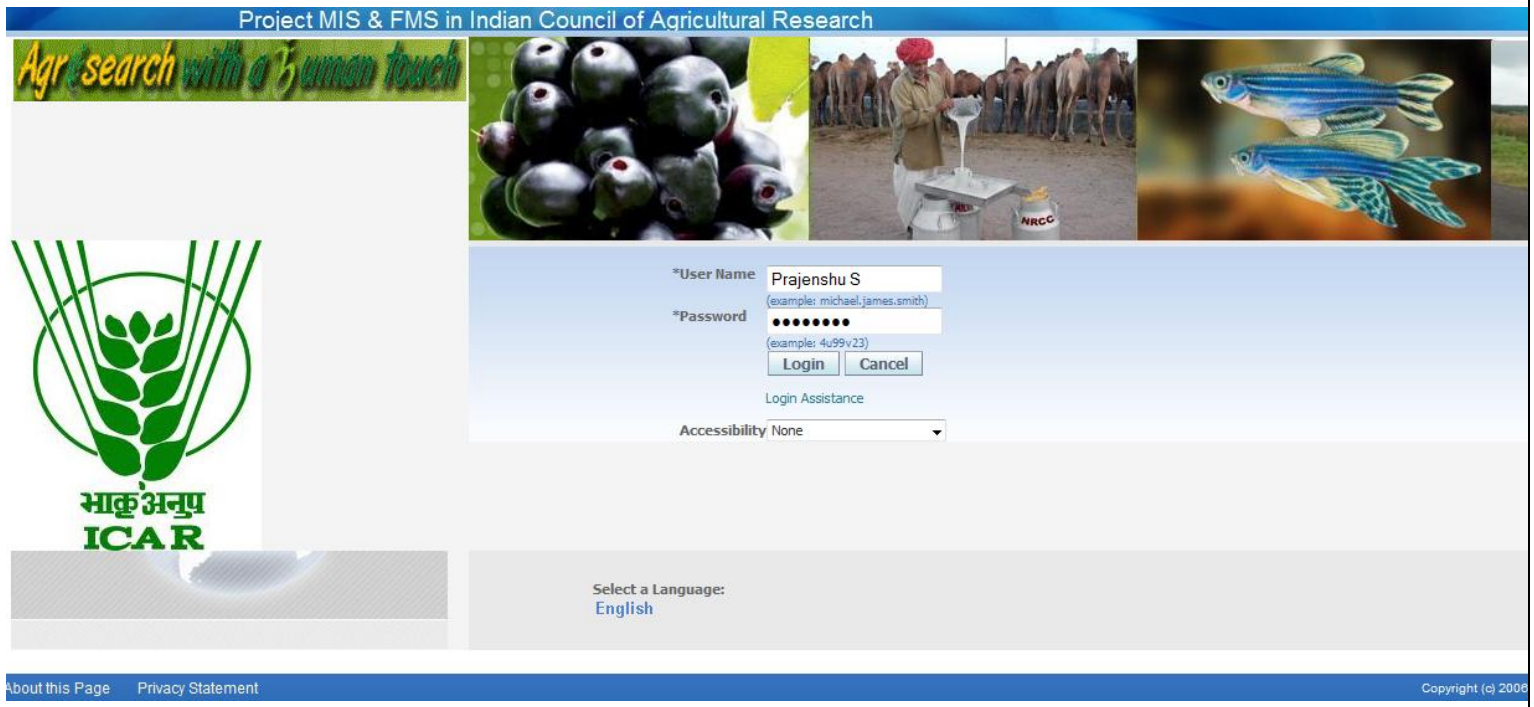
Click Next and Submit

Request is sent to Admin Department



2 Supervisor Approval

Screenshots and Steps



- Enter the Username and password as provided (individual user name/password to be used). Password need to be changed on first time login.

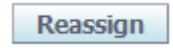
2.1 Steps to Approve Reportee's Requests

After Logging In you will be able to see pending requests at the top. This is called the Worklist

To see all items click on Full List

Click on the relevant request to see details and approve/reject

If you are not the approving authority click on reassign button and specify whoever is the approving authority. The request will be forwarded appropriately



Oracle Applications Home Page

Worklist

Full List

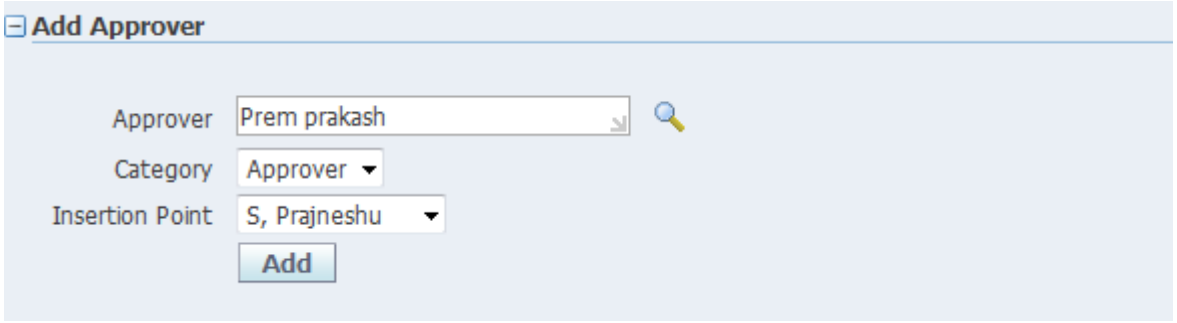
From	Subject	Sent
SYSADMIN	Special Information has been forwarded to Singhania, Arun	24-Aug-2013
Varghese, Cini	Approval Request for Varghese, Cini (PROCESS_DISPLAY_NAME=Special Information)	24-Aug-2013
Varghese, Cini	Approval Request for Varghese, Cini (PROCESS_DISPLAY_NAME=Personal Information)	24-Aug-2013
Varghese, Cini	Approval Request for Varghese, Cini (PROCESS_DISPLAY_NAME=Personal Information)	24-Aug-2013

You will see a summary of request change. Eg. Below Cini Varghese has requested you to approve change of Address . The changes are marked with bubbles

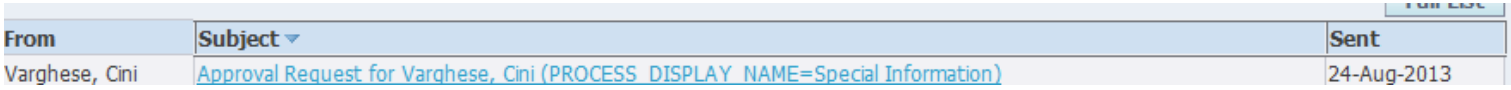
Indicates Changed Items.

Main Address

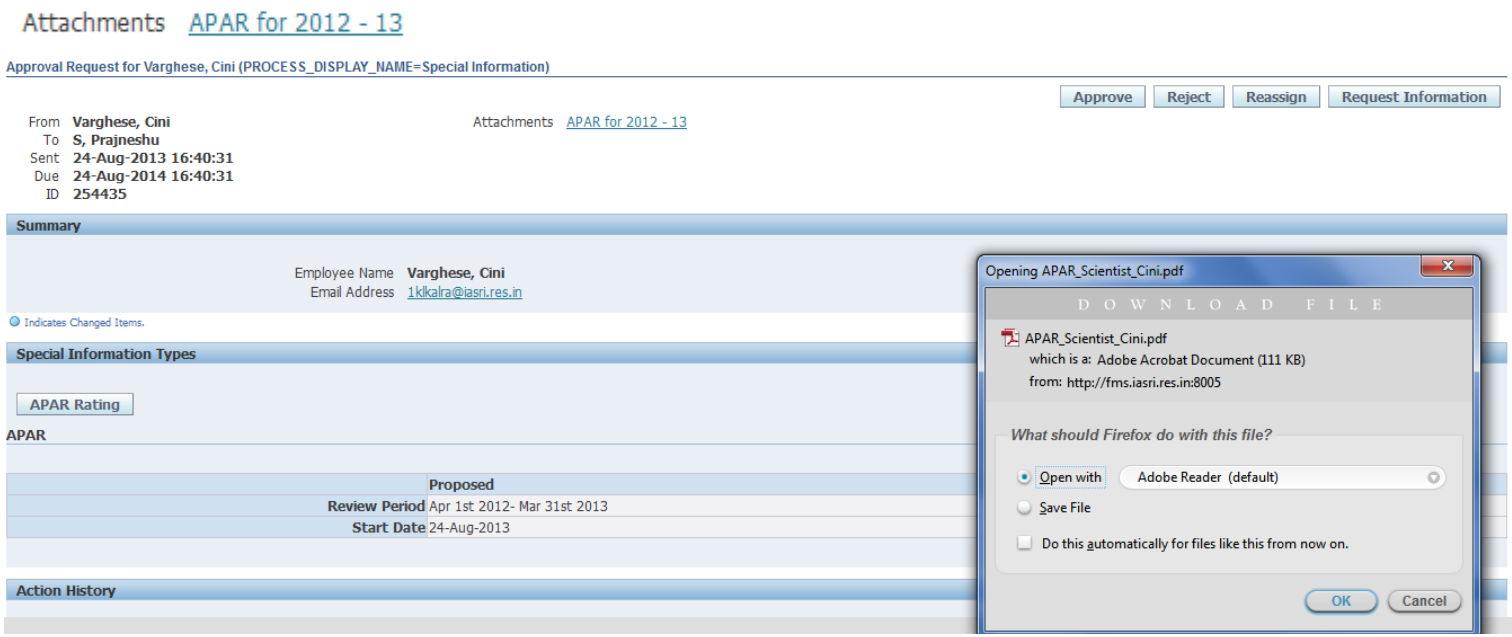
	Current	Proposed
Effective Date	22-Aug-2013	24-Aug-2013
Country	India	India
Flat/ House Number	561 Ravi nagar	A-5 Mayapuri Enclave
Block/Building Name	U P	
Road/Street/Lane/ Village		Main Mayapuri Road
Town/City/District	Kanpur	New Delhi
State/UT	Uttar Pradesh	Delhi
PIN Code	220027	110023
Country	India	India

	Step 1 – Click on Update Action Step 2 – Check the Details Step 3 – Download any attachments if you want to see proofs, Alternately you can scan and upload your hard copy approval here by clicking on Add Attachment Step 4 – Click on Add Approver and type the name of the Administration/Personnel Department person whom you want to send this for validation. Press Add  Step 6 – Press Submit The request is then sent to the Administration/Personnel Department for validation.

2.2 Steps to Rate Subordinate's Annual Performance Appraisal Report

Click on the appropriate item from the worklist	To be Done by Reporting/Reviewing Officer 

Click on Attachments at the top and you can look at the employee's self Appraisal by downloading it

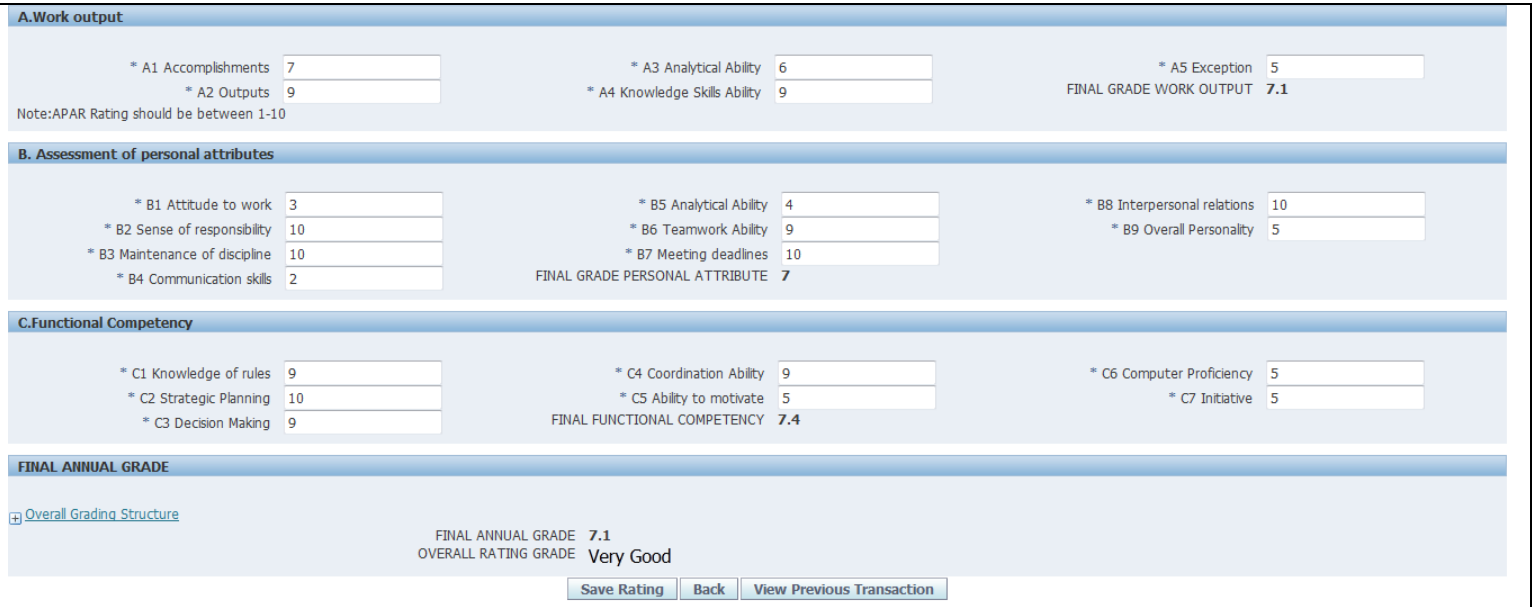


Thoroughly go through employee's self assessment and then you can insert your own ratings

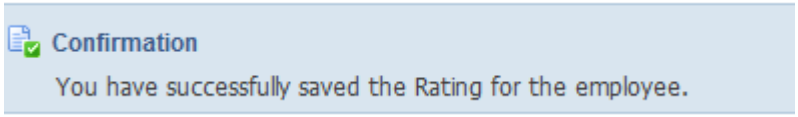
Step 1 - Click on APAR Rating

The relevant rating sheet with relevant points will automatically come up. Eg. If your subordinate is a scientist then the scientific rating sheet will come up. In case your subordinate is Administrative Staff or Technical Staff the relevant sheet will come up

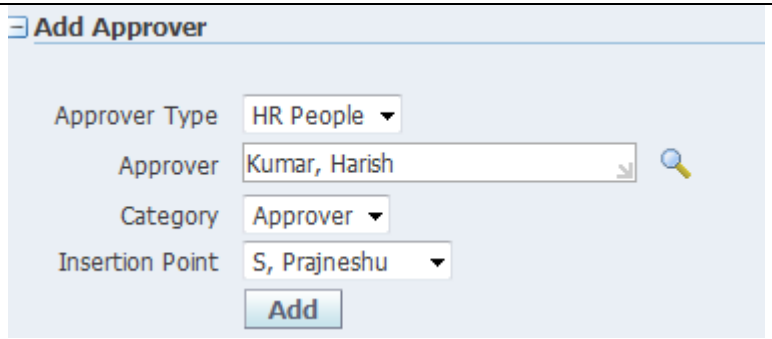
Step 2 – Give Ratings for each section


A.Work output
* A1 Accomplishments 7
* A2 Outputs 9
Note:APAR Rating should be between 1-10
* A3 Analytical Ability 6
* A4 Knowledge Skills Ability 9
* A5 Exception 5
FINAL GRADE WORK OUTPUT 7.1
B. Assessment of personal attributes
* B1 Attitude to work 3
* B2 Sense of responsibility 10
* B3 Maintenance of discipline 10
* B4 Communication skills 2
* B5 Analytical Ability 4
* B6 Teamwork Ability 9
* B7 Meeting deadlines 10
FINAL GRADE PERSONAL ATTRIBUTE 7
* B8 Interpersonal relations 10
* B9 Overall Personality 5
C.Functional Competency
* C1 Knowledge of rules 9
* C2 Strategic Planning 10
* C3 Decision Making 9
* C4 Coordination Ability 9
* C5 Ability to motivate 5
FINAL FUNCTIONAL COMPETENCY 7.4
* C6 Computer Proficiency 5
* C7 Initiative 5
FINAL ANNUAL GRADE
Overall Grading Structure
FINAL ANNUAL GRADE 7.1
OVERALL RATING GRADE Very Good
Save Rating
Back
View Previous Transaction

Step 3 - Click on Save Ratings
Note: Final Annual Grade is calculated Automatically and Overall Rating Grade is populated according to defined scales



Step 4 – Click on Back, Click on the item again from Worklist
Step 5 – Click Update Action, Click Next, Add your own ratings in the Proforma and attach
Step 6 – Click on Add Approver and add the Reviewing Officers name.



Click on Submit and the APAR will be sent to the Reviewing Officers Name

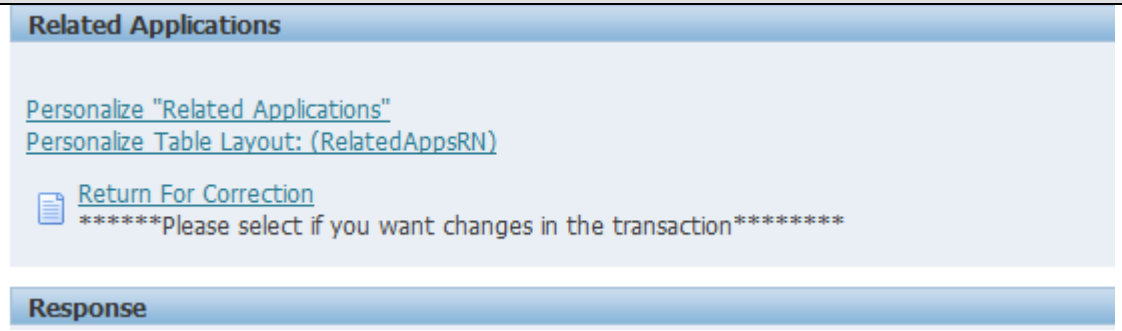
Note: The reviewing Officer would also have to carry the same steps as above except that they have to add the Administration/Personnel department person's name in this,

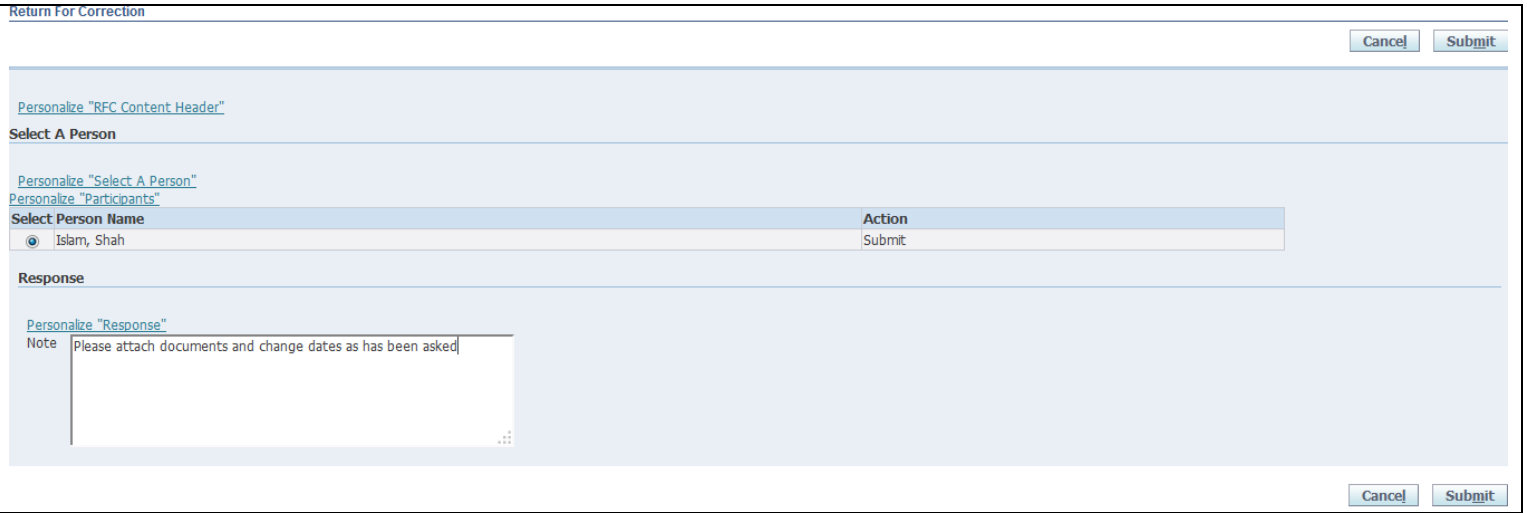
3.1 Returning Transactions in SSHR – Return for Correction

In case a supervisor wants to return the transaction to his subordinate so that the subordinate may attach some detail or make some changes to transaction eg. Date change in leaves etc. Then he must use Return for Correction

Click on Return for Correction

Choose the name of the subordinate and write a



note if you wish to Click Submit. The subordinate will receive a notification from where he can attach document or change transaction details.	

3.2 Returning Transactions in SSHR – Request Information

In case the supervisor requires some note/clarification from subordinate she/he may click on request information and write the note. Click on Request information The subordinate will come by Default in the Workflow Participant Write the note Click Submit The subordinate will get a notification where he can write clarification.